

VENDOR INFORMATION

CONTRACT TERMS

- To maintain the integrity of the show and in an effort to be fair to all those merchants participating, we have adopted a policy of no overall discounting allowed. Any merchant wishing to offer **an item** or **Show Special** is free to do so.
- Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor indemnifies and agrees to hold harmless both the Appleseed Quilters Guild and the Memorial Coliseum and their officers, directors, employees and agents, from and against any actions, losses, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to exhibitor, his agent, representatives or employees by reason of exhibitors occupancy or use of the exhibition facilities.
- In the even the show cannot open by act of God, riot, public enemy, or if exhibitor cancels, their deposit and/or any fees paid are not refundable. If the exhibitor cancels within 30 days of the show opening, and Guild is unable to re-sell their booth, the exhibitor is responsible for the full booth fee.
- Tables must be draped to the floor unless items under the table are for sale and displayed tastefully.
- All cancellations must be made, in writing, via certified mail and received by our Vendor Co-Chair, Jan Johnson, and confirmed by the Guild. Address/contact information is provided below.
- Booth sharing or sub-letting is prohibited without the consent of the Guild.
- The contract is non-transferable.
- No nailing or affixing any objects to the property of the Memorial Coliseum is allowed.
- No unloading prior to commencement of setup and no packing up prior to the closing time stated.
- All extraneous booth decorations must be fireproof.
- All merchandise must be removed in a timely fashion Saturday evening at the close of the show (4 pm).
- Appleseed Quilters Guild retains the right to change these provisions or add others in the interest of safety or the protection of property.

IMPORTANT DATES:

November 15, 2009 – Signed contracts, initial booth deposit due

March 15, 2010 – Balance on booth rental due; deposit becomes non-refundable

May 15, 2010 - Information mailed about additional services arranged through Coliseum event coordinator

DATES/TIMES

Setup:	Wednesday, August 11, 2010	7 am to 5 pm
Show:	Thursday, August 12	9 am to 6 pm
	Friday, August 13	9 am to 6 pm
	Saturday, August 14	9 am to 4 pm
	Take down:	Saturday, August 14

LOCATION

Allen County War Memorial Coliseum, 4000 Parnell Avenue, Fort Wayne, Indiana 46805

CONTACT INFORMATION

Vendor Co-Chairs: Jan Johnson (260) 493-1052 QuiltmakerJan2001@yahoo.com
Cindy Scheib-Novosel (260) 485-8254 cindy6524@netzero.net

Guild/Show Website: www.appleseedquiltersguild.com

PLEASE NOTE: E-MAIL WILL BE THE PRIMARY COMMUNICATION VEHICLE FOR INFORMATION CONCERNING YOUR CONTRACT AND INFORMATION PERTAINING TO THE SHOW