

Terms of Vendor Contract
East Iowa Heirloom Quilters Guild
“Home is Where the Heart Is”

September 19, 20, 21, 2019
Hawkeye Downs Exhibition Hall
4400 6th St. SW
Cedar Rapids, IA 52404

Terms:

1. Booth sizes are available at a rate of \$3.00 per square foot. Booth widths are 10 feet, 20 feet, or 30 feet. Most booths are 10 feet deep. Custom sizes may be available; please contact us if you are interested.
2. Tables are available to rent at \$10 each. Chairs are available to rent at \$1 each. You may bring your own tables and chairs.
3. There is Wi-Fi available.
4. Fees for the booth will be charged by the square footage at \$3.00 per square foot. Fees are for the entire show. No single day fee is available. Fees are to be paid in advance and returned with the signed contract and a copy of your insurance certificate. Spaces will be assigned on a first come, first serve basis upon receipt of payments, signed contract and insurance certificate. **The deadline for participating in the Merchant Mall is May 1, 2019.**
5. All items displayed must be of interest to quilters and be in good taste.
6. Exhibit Hours:

Thursday	Sept. 19	10:00 AM – 7:00 PM
Friday -	Sept. 20	10:00 AM – 7:00 PM
Saturday -	Sept. 21	10:00 AM – 6:00 PM
7. Set-up time:

Tuesday	– Sept. 17	10:00 AM – 7:00 PM
Wednesday	– Sept. 18	10:00 AM – 7:00 PM
8. Hawkeye Downs Electric contract is attached.
9. East Iowa Heirloom Quilters takes no responsibility for sales tax. That should be reported and paid by the vendor. Your Iowa tax number is required on the contract agreement.
10. The building will be locked after hours. EIHQ Guild and the quilt show committee assume no responsibility for loss or damage to merchandise. Vendors are responsible for their own insurance and must furnish proof to EIHQ. Guild members will be in the building on a twenty-four basis for quilt security purposes.
11. No refund will be given after August 1, 2019. EIHQ reserves the right to cancel the Merchant Mall if there is insufficient interest. In that case, all money will be refunded.

12. All Merchant Mall vendors will be listed in the quilt show map/directory. Vendors are asked to display information about the quilt show at their place of business
13. There will be a program available for this show. If you would like to advertise in it, we would be happy to assist you. Our rates are:

¼ page (2 ½" x 4")	\$100.00
½ page (4" x 5")	\$250.00
Full page (8" x 5")	\$500.00
Double page (8" x 10 ½")	\$1,000.00

You could include a coupon or a special to encourage future business or incentives for your business. **This information and payment are due by January 15, 2019.** Contact Amy Breese at breese.amyjo@gmail.com or 319-560-4254 for more details.