



Tri City Quilters' Guild

38th** Quilt Show and Merchant Mall
March 24, 25, 2023

Show Theme: *Take Flight*

MERCHANT GUIDELINES

LOCATION:	Three Rivers Convention Center 7016 W Grandridge Blvd. Kennewick, Washington
APPLICATION DEADLINE:	December 31, 2022
CANCELLATION DEADLINE:	February 15, 2023
MERCHANT SETUP:	Thursday, March 23, 2023, 1 pm – 7 pm
SHOW DATES & TIMES:	Friday, March 24, 2023, 10 am - 6 pm Saturday, March 25, 2023, 10 am – 5 pm
TAKEDOWN:	Saturday, March 25, 2023, 5 pm – 8 pm

The Merchant Mall Committee, hereinafter referred to as the Committee, administers these Guidelines on behalf of the Tri Cities Quilters' Guild.

Payment: A check for the FULL amount is due with the Application Form. Checks should be made payable to "TCQG" and mailed to P. O. Box 215, Richland, WA 99352. If your first choice is not available, any overpayment will be refunded with our acceptance letter. **NOTICE: All cancellations after February 15th are subject to 25% administrative fee.**

Waiting List: If no space is available, you may elect to remain on our waiting list. In that case, we will hold your application and payment until space becomes available or until February 15.

Booth: See Application Form for rates and sizes. All booths include pipe and drape behind the booth and between adjacent booths and one skirted 8' table and 2 chairs in each 10' unit. No discount is given for unused items. Booth setup is subject to safety inspection and approval by the city and Three Rivers Convention Center (TRCC). Nothing may be nailed, stapled, or otherwise affixed to the walls, floors, ceiling or any part of the TRCC. Helium balloons are not allowed. Exhibitors may not sublet or apportion space in whole or in part without the express written approval of the Committee.

Electric service is available at the rate of \$50.00 per booth and must be ordered before the show, using the application form. Extension cords used in exhibitor space must be adequate for the electrical load and grounding needs, and are subject to approval by the TRCC. Cords are to be securely placed out of the way of pedestrian traffic. Electrical fee covers set-up and show dates.

** Two year delay due to Covid 19.

Tri Cities Quilters' Guild Quilt Show Vendor Guidelines ---- Page 2

Loading: All loading and unloading will be from the loading dock on the east side of the building unless otherwise approved by the Committee. Exhibitors shall be responsible for delivery, set up, and removal of their own displays and materials including supplies and materials delivered by them to TRCC. **Booth setup must be completed by 7:00 p.m. March 23th.** Do not dismantle the booth display until after the official close of the Show on Saturday, March 25, at 5:00 p.m. **All exhibits must be taken down and removed from the facility before 8:00 p.m. March 25th.**

Kennewick Business License is required for all merchants participating in our Show. We will obtain a temporary license covering all merchants who do not already have this license for a fee of \$15.00 per merchant. All merchants must complete the Business License portion of the Application Form; applicants needing the temporary license must include the fee with the application. This is a CITY license, not a state license.

Occupancy and use of exhibit space are subject to the approval of the Committee and TRCC, who reserve the right to review and approve all exhibitor applications and booths. Exhibit space is to be open and staffed during all regular Show hours.

Communication: This information and the Application Form are available on the Guild website at www.tcquilters.org. Communication will be handled by email. Please provide an email address that is monitored frequently and is set so that spam filters do not exclude our emails. Please confirm receipt of all emails received from us regarding the Show. Check our website frequently for updates and information you may find helpful.

Website Links: If you provide your website URL, your business's website will be posted and a link created on our Quilt Show webpage. A reciprocal link on your website would be appreciated.

Your signature on the application form is confirmation that you have read and will abide by these Merchant Guidelines.

Contact the Merchant Committee by phone, postal mail, or email:

Tri Cities Quilters' Guild
P. O. Box 215
Richland, WA 99352
Attn: Vendor Mall Co-Chair Phyllis Maynard --720-232-6249
Vendor Mall Co-Chair Ginny Coffman -- 509-786-8953
Email: tcqshowvendor@gmail.com

We look forward to working with you for a **successful and prosperous** show.