

Pacific Northwest

Quilt & Fiber Arts Museum


Imagine. Create. Inspire.

Quilt & Fiber Arts Festival Vendor Application 2019

Business/Vendor Name (please print)

Contact

Mailing Address: Street

City/State/Zip

Business Phone

Cell Phone

Email Address

Website

Brief Merchandise Description

Date: Event will occur Friday, October 11 – Sunday, October 13, 2019 with setup on Thursday, October 10, 2019. Specific hours to be provided.

Location: Edward D. Hansen Conference Center, 2000 Hewitt Ave, Everett, WA 98201

I am applying for (check one).

- Inside Exhibition Hall Booth, 8' x 12': \$300
- Outside Hall Booth, 8' x 12': \$250 _____ Single _____ Double
- Outside Hall Booth, 8' x 10': \$200 _____ Single _____ Double
- Outside Hall Booth, 8' x 16': \$450

The Museum will provide (1) 8' table and two chairs per booth. Additional tables available with advance request. We will also provide black side drapes to divide booth areas. No black side drapes will be provided for booths that do not sit directly beside another booth. Back drapes will be provided upon advance request at a cost of \$10 per booth space. Advance requests for any additional drapes and tables must be made in writing no later than October 1, 2019 to jacque@qfamuseum.org. All booths will have access to electrical outlets and Wi-Fi.



Vendor Responsibilities:

1. Vendor will provide their own shelves, and any other display needs to ensure an attractive sales display in booth area provided by Museum. Based on last years' experience, vendor is encouraged to bring additional booth lighting (clip-on or strings of lights).
2. Due to exhibit space needs, the Vendor is required to "fit" within their designated booth space, including check-out counter or cutting areas. Please do not put these counters in a way that lines form on the outside of the booth and blocks the aisles.
3. All vendors are required to comply with state and local law to collect and report sales tax on all applicable retail sales during this event using the following information:
 - a. Location: Everett, WA
 - b. Location Code: 3105
 - c. Total Sales Tax Rate: .097 (Local rate: .032; State Rate: .065) as of 2/2019.
4. Be onsite (or have representative onsite) to serve customers in your booth during public hours for the duration of the Festival.
5. Pack and remove all merchandise and display materials upon closing of Festival, Sunday, October 13, 5-8pm.

It is highly recommended that the Quilt & Fiber Arts Festival information be included on any website, blog or social media outlet promotions currently utilized by Vendor.

Publicity: The Museum reserves the right to use Vendor name, photo(s), product descriptions and Artist/Vendor-provided color images in press releases, newsletters and other marketing materials.

Limits to Equipment Liability: Any equipment or merchandise owned, rented or leased and supplied by the Vendor for any use during the course of Festival is done so at the Vendor's own risk. The Pacific Northwest Quilt & Fiber Arts Museum, any of its board members, staff, or volunteers will not be held liable for any damage, loss or theft due to any reason. It is the Vendor's sole responsibility to insure the proper use, handling, electrical protection, storage, and security for any equipment or merchandise that the Vendor provides.

Cancellation: Requests to cancel this agreement must be made in writing and submitted by an authorized agent or owner. Refunds will be issued as follows:

- Full refund of any monies paid for cancellation requests made prior to July 1, 2019.
- Half refund of total booth fee for cancellation request made July 2 through August 31, 2019.
- No refunds will be issued for cancellations made on or after September 1, 2019.

All non-refunded vendor booth fees are considered a donation to the Pacific Northwest Quilt & Fiber Arts Museum and may be tax deductible to the extent allowed by law.

Entire Agreement: This document contains the entire understanding of the parties with respect to the subject matter hereof and supersede all prior agreements and understandings, oral or written. Agreement is not in effect until payment has been made in full.

I hereby certify that I have read and understand the responsibilities outlined.

Vendor Signature _____ **Date** _____

*Please keep a copy for your records and return an original signed copy to the Pacific Northwest Quilt & Fiber Arts Museum, P.O. Box 1270, La Conner WA 98257

For Internal Use Only:

Application Received: _____ **By:** _____
Date Name