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**Vendor Agrees:**

1. To comply with all applicable laws and ordinances, including those pertaining to fire and safety. There will be no smoking, eating, or drinking in the quilt exhibit area. Eating and/or drinking within your booth space is allowed but Smoky Mountain Quilters will not be responsible for any damage incurred while eating or drinking
2. That 9.25% State and County Combined Sales Tax will be collected and paid to Tennessee at Tennessee Dept. of Revenue <https://www.tn.gov/revenue/article/sales-and-use-tax-e-file>
3. Not to sublease the whole or part of the space rented, except with written permission of Smoky Mountain Quilters
4. To keep merchandise, equipment, personnel, and/or all other materials within the rented space and to keep the aisle clear
5. That no children under the age of 16 will be permitted to work in booths alone during show hours. The vendor must supervise children assisting with set-up and during the show
6. That Smoky Mountain Quilters and the Knoxville Expo Center, collectively or individually, are not responsible for any loss or damage to personal property on the premises or damage during shipment
7. That if cancellation of this agreement is made prior to May 1, 2023, at the vendor’s request, booth fee, less non-refundable deposit of $100 will be refunded upon written request, if said booth space is rented to another vendor by Smoky Mountain Quilters
8. That this contract is null and void if the show is cancelled for any reason by the Smoky Mountain Quilt Guild. The vendor forfeits any, and all claims except refund of any of the booth rental fees received by Smoky Mountain Quilters
9. That set-up will be completed prior to 6:00 p,m. on Thursday June 22, 2023.
10. That all exhibit items will be removed from the Expo Center by 8:00 p.m. on June 24, 2023.
11. That all vendor fees must be paid in full prior to April 3, 2023. Your payment may be made online at [www.smokymtnquilters.com](http://www.smokymtnquilters.com) or sent by USPS. Your booth will not be confirmed until we receive your signed contract.

\*\*\*\*Please complete all three (3) pages of the contract.\*\*\*\*\*

A Paid in Full discount of 10% for booth fee is available if full payment is received before April 1, 2023. Any changes to this contract must be in a written fell addendum and signed by all parties to become effective.

I agree to all provisions of this contract:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Signature

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SMQ Representative

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**Vendor Booth Space Worksheet**

Each booth is draped with 8-foot Back and 8-foot Sides

|  |  |  |
| --- | --- | --- |
| Item | Cost/each | Total |
| Standard booth (10’ x 10’) | $ 300 | $ |
| Double booth (10’ x 20’) | $ 600 | $ |
| Triple booth (10’ x 30’) | $ 900 | $ |
| Quad booth (10’ x 40’) | $ 1200 | $ |
| 8’ Tables ($17 with linen & drape or $9 with no linen or drape) | $9 or $17 | $ |
| Chairs Completely free, specify number needed | FREE | Qty: |
| Electrical outlet (110 Volt) | $ 50 | $ |
| Electrical outlet (220 Volt) | $ 135 | $ |
| Phone Jack | $ 50 | $ |
| Wireless Internet | $ 50 | $ |
| Vendor Badges | FREE | Qty: |
|  | **TOTAL** | **$** |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INVOICE |  |  |  |  |
| Business: |  | **Date:** |  |  |
| Contact: |  | **Phone:** |  |  |
| Address: |  |  |  |  |
| E-mail: |  |  | Please provide an email contact. |  |
| Vendor Fees (from Vendor Worksheet) |  |  |  | $ |
| Website (so we can list your business on our website) |  |  |  |  |
| Social Media: (Facebook, Instagram, etc.) |  |  |  |  |
| I wish to sponsor a ribbon:  (circle one) | Cost | Qty: | Category or Categories |  |
| You may designate a specific category |  |  |  |  |
| Whole category: 1st, 2nd, 3rd | $ 350 each |  |  | $ |
| First Place | $ 150 each |  |  | $ |
| Second Place | $ 115 each |  |  | $ |
| Third Place | $ 85 each |  |  | $ |
| Special Award | $75 or $100 each |  | Total | $ |
|  |  |  |  |  |
|  |  |  |  |  |

Please send signed contract and deposit check (or total fees), made payable to ***Smoky Mountain Quilters*** to:

(You may pay online at [www.smokymtnquilters.com](http://www.smokymtnquilters.com), but your spot will not be confirmed until you send the signed contract to Marian or Lynn Sykes. The contract can be emailed or snail mailed.)

**Marian and Lynn Sykes**

**SMQ Vendor Relations**

**111 Lakeview Drive**

**Knoxville, TN 37920**

**Marian: 865-382-6775**

**Lynn: 865-382-5976**

**Lynn: lynnsykes2022@outlook.com**

**Marian: marsyk73@gmail.com**

Vendor Signature & Date

Important things to know.

1. Load-in on Thursday, June 22, 2023, begins at 8:30 a.m.
2. Load-in must be complete by 6:00 p.m. on Thursday, June 22, 2023.
3. On Quilt Show days, Friday and Saturday, vendors will be allowed into the building at 8:00 a.m.
4. Load-out must be completed by 8:00 p.m. on Saturday, June 24, 2023.
5. Rolling carts are NOT allowed through the front door. If you must bring merchandise on show days, you must make arrangements with Quilt Show Vendor Chairs (Marian and Lynn Sykes) to enter through the loading area.
6. The loading area of the Expo Center is on the Merchants Drive side of the building. There will be signs pointing the way.
7. You cannot drive your vehicle into the loading area unless approved by the Expo Center. This is an Expo Center rule. Once the pipe and drape are up for the quilt show, opening the door for vehicles can cause all the pipe and drape to fall.
8. When you complete your contract, please include your social media information. We link your information on our social media platforms and our website.
9. Consider sponsoring a show ribbon. Your name will appear on the printed card next to the winning quilt. We have ribbons from $75 - $600.
10. The Show hours are: Friday 9:00 a.m. – 5:00 p.m. and Saturday 9:00 a.m. to 4:00 p.m.