



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 April, 15, 2019, 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 August 1st.
10. That all exhibit items will be removed from the Expo Center by 6:00 p.m. on August 3rd
11. That all vendor fees must be paid in full prior to April 15, 2019

Any changes to this contract must be in a written 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



Vendor Booth Space Worksheet

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

If payment in full is received when reserving booth(s) subtract \$20 per 10 x 10 booth

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') OR (20' x 20') 20' x 20' booths are limited, order early!	\$ 1200	\$
8' Tables with linen & drape (table are \$9 with no linen or drape)	\$9 or \$17	\$
Chairs included with table, specify number needed		Qty:
Electrical outlet (110 Volt)	\$ 50	\$
Electrical outlet (220 Volt)	\$ 135	\$
Phone Jack	\$ 50	\$
Wireless Internet	\$ 50	\$
Vendor Badges	FREE	Qty:
	TOTAL	\$



INVOICE				
Business:		Date:		
Contact:		Phone:		
Address:				
E-mail:				
Vendor Fees (from Vendor Worksheet)				\$
Ad Fee (from Ad Order Form)				\$
(Please provide ad copy with this contract, if possible)				
I wish to sponsor a ribbon: (circle one)	Cost	Qty:	Category or Categories	
You may designate a specific category here →				
Whole category: 1st, 2nd, 3rd	\$ 350 each			\$
First Place	\$ 150 each			\$
Second Place	\$ 115 each			\$
Third Place	\$ 85 each			\$
Special Award	\$ 75 each			\$
			Total	\$

Would you like to contribute merchandise to our opportunity basket (Y/N)
 (Donor recognition will be given.)

If so, what will you donate? _____

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

Lynn Sykes
SMQ Vendor Relations
111 Lakeview Drive
Knoxville, TN 37920
(865) 382-5976
Lsykes@utk.edu

Vendor Signature & Date