



# Boise Basin Quilters Guild

## Vendor Guidelines

2023 **Ruby Jubilee** Quilt Show

Friday, September 29, 2023

Saturday, September 30, 2023

10am - 5:00pm

Expo Idaho - 5610 Glenwood Street, Boise, ID 83714

[www.expoidaho.com](http://www.expoidaho.com)

**Booth spaces will be awarded on a first-paid basis.**

**Applications for booth rental must be received**

**No LATER than midnight, August 17, 2023.**

The Quilt Show Committee, hereinafter referred to as the Committee, administers the Quilt Show and these Guidelines on behalf of the Boise Basin Quilters Guild, hereinafter referred to as the Guild.

1. The standard exhibit booth for the quilt show is 10' wide by 10' deep by 8' high and is of pipe and drape construction. The back wall is 8' tall by 10' wide. Each side rail wall is 3' tall by 10' wide or 8' high by 10' wide. Each booth will be provided with one 8' skirted table and two chairs.
2. The Committee and Expo Idaho make every effort to honor location requests for booth space. Booth spaces will be assigned on a "First Paid Registration, First Served" basis. Booths are reserved by receipt of the Vendor Registration Form and Booth Rental Fee. **Registration deadline is August 17, 2023.**

Exhibitors purchasing two or more booths may pay half the full deposit fee at time of registration (now) and the remaining half will be due no later than August 17, 2023. Failure to pay the entire deposit by the final deadline (August 17) will be considered a cancellation per policy below.

3. Exhibitor booth cancellations received before July 31, 2023 may receive a full refund of deposits. A cancellation received between August 1, 2023 and August 17, 2023 is eligible for a 50% deposit refund. Cancellations received after August 17, 2023 will receive no refund.
4. All loading and unloading will be from one of the several available loading/unloading doors at Expo Idaho. Available times for loading/unloading will be arranged and communicated in early September.
5. During the show, Vendor parking is available behind the Expo Idaho building, as well as a dirt lot East of the main Expo buildings. Large trailers and RVs can be parked overnight in the dirt lot for the show. For an aerial view of the free parking area for vendors, please visit <https://www.expoidaho.com/about/map>
6. Exhibit space is to be open and staffed during all regular show hours.
7. Exhibitors are responsible for keeping their exhibit areas clean and neat during the Quilt Show hours. Expo Idaho employees will clean the aisles and assist with any major clean-up problems or needs.
8. Nothing may be nailed, stapled, or otherwise affixed to the walls, floors, ceiling, or any part of the

Expo Idaho, which could stain or permanently damage the Expo. Banners or signs may not be hung from the ceiling without prior approval. Helium balloons are not allowed by Expo Idaho.

9. Occupancy and use of exhibit space are subject to the approval of the Committee/Guild and Expo Idaho. The Committee/Guild and Expo Idaho reserve the right to review and approve all exhibitor applications and booths. Booth setup is subject to safety inspection and approval by city, county and state inspectors.
10. All aisle space belongs to the Committee. Exhibitors may distribute printed materials, souvenirs, or other articles only within the assigned exhibit space. Demonstrations and promotional activities are to be confined to the exhibitor's space unless otherwise approved by the Committee.
11. The Public Address System is for the use of the Quilt Show Committee only.
12. Electricity is available for exhibit booths and must be ordered BEFORE the show. Please order electrical needs on the Equipment Order Form. Minimum electricity charge is \$40.00 per outlet. All motors or heavy-draw equipment require separate circuits. The Expo Idaho staff will inspect all electrical connections for safe operation. If your electrical needs for safe operations exceed your request, you will be informed and charged accordingly.
13. Extension cords used in exhibitor space must be adequate for the electrical load and grounding needs and are subject to approval by Expo Idaho. Cords are to be securely placed out of the way of pedestrian traffic.
14. Exhibitors may not sublet or apportion space in whole or in part without the express written approval of the Committee/Guild.
15. Hold harmless: The Guild and Expo Idaho shall not be held liable for any damage, injury or loss of any kind to any person or property that may arise from the rental and occupancy of exhibit space, and exhibitors agree to hold harmless the Guild and Expo Idaho against any and all claims arising out of acts or omissions which cause, directly or indirectly, such loss, injury or damage to persons or property sustained while the Quilt Show is in progress, being set up, or being taken down.
16. Exhibitors shall be responsible for delivery, set up, and removal of their own displays and materials.
17. Booths/displays may not be dismantled until after the official close of the Quilt Show on Saturday, September 30, at 5 PM. After the show, all exhibits must be taken down and removed from the facility before 7:00 PM on September 30.
18. All vendors will need to register for our event with the Idaho State Tax Commission prior to September 29<sup>th</sup>. Paper registration forms will not be available at the show. Instructions and the Event ID number will be provided once payment is made. At the time of registration, you will be given the option to select from three options:
  - I am not making taxable sales (vendors doing demonstrations only)
  - I have a regular permit (vendors reporting sales on a regular basis)
  - I need a temporary permit (out of state or temporary vendors)

Please direct any questions or comments to the 2023 Vendor Coordinator email: [qsvendors@boisegasinquilters.org](mailto:qsvendors@boisegasinquilters.org) See you at the show!

Kimberley Severns  
2023 Vendor Coordinator  
208-941-7522