



Boise Basin Quilters Guild 2025 Quilt Show
September 26 & 27, 10am-5pm
Expo Idaho - 5610 Glenwood St, Boise, Idaho

Vendor Guidelines

Booth Registrations:

1. Booth spaces are awarded on a first-paid basis. Applications for booth rental must be received no later than midnight, **August 15, 2025**.
2. 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 corner booth side rail wall is 3' tall by 10' wide. Aisle booths are 8' high by 10' wide. Tables and chairs are provided based on Booth size. Additional tables and chairs are available for an additional cost and must be pre-ordered.
3. Vendors purchasing larger than the standard size booth may pay half the full deposit fee at time of registration and the remaining half will be due no later than August 15, 2025. Failure to pay the entire deposit by the final deadline (August 15) will be considered a cancellation per policy below and the deposit is non-refundable.
4. Booth requests made after the August 15th deadline will be subject to a 25% surcharge. Availability is not guaranteed.

Cancellation Policy:

1. Vendor booth cancellations received prior to July 31, 2025 may receive a full refund of deposits.
2. Cancellations received between August 1, 2025 and August 15, 2025 are eligible for a 50% deposit refund.
3. Cancellations received after August 15, 2025 are non-refundable.

Show Policy and Procedures:

1. 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.
2. Vendors shall be responsible for delivery, set up, and removal of their own displays and materials.
3. 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>. **Overnight sleeping or camping on Expo Idaho property is prohibited.**
4. Vendor space must be open and staffed during all regular Show hours.

5. **Please – No cooking items, openly edible goods or open scented items. Edible and scented items must be sealed.**
6. Vendors 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.
7. 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. Helium balloons are not allowed by Expo Idaho.
8. 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.
9. 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 vendor space unless otherwise approved by the Committee.
10. The Public Address System is for the use of the Quilt Show Committee only.
11. 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.
12. 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. Vendors must provide their own extension cords.
It is recommended that you bring: one 50-foot, 3-prong extension cord to run power from the breaker to your booth and a power strip with smaller cords for inside your booth space.
13. Vendors may not sublet or apportion space in whole or in part without the express written approval of the Committee/Guild.
14. At Show end, all exhibits must be taken down and removed from the facility before 7:00 PM on September 27.
15. **Booths/displays may not be dismantled until after the official closing of the Quilt Show -- Saturday, September 27, at 5:00 pm**
16. For security reasons: The BBQ Guild, nor its members, will not provide any banking or monetary exchanges for vendors.
17. All vendors will need to register for the event with the Idaho State Tax Commission prior to September 26th. 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 3 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)