

Vendor Contract
Northern New Mexico Quilt Guild
Quilt Fiesta 2024
October 4 & 5, 2024 9:00 am – 5:00 pm

Business Name: _____

Owner/Manager/Contact: _____ Phone: _____

Alternate Contact: _____ Phone: _____

Address: _____

City/State/Zip: _____

E-Mail: _____

Website: _____

Logo: Send logo to Cindy Barfield, cbarfi1013@aol.com, for business link on NNMQG Website after the 50% deposit.

Show Location: Santa Fe Community Convention Center
201 W Marcy Street
Santa Fe, NM 87501

Vendor Set Up: October 3, 2024, 11:00 AM – 6:00 PM

Start times for set-up dependent on completion of Pipe and Drape Installation:

Machines: 11:00 AM

Multi-Booths: 12:00 PM

Single Booths: 2:00 PM

Vendor Space & Vendor Contract:

The base cost per 8' x 10' space is \$250. Front-end cap locations are \$325. Back-end cap locations are \$300. Booth costs include gray/silver pipe & drape, carpeted flooring, electricity, WiFi (unsecured), tables, and chairs. Vendors may choose to provide additional LED lighting at the vendor's expense and vendors are responsible for their own collection of monies and/or credit card usage.

To reserve a booth(s), submit a 50% deposit of the booth fee, and signed and dated Contract. All Vendors are required to complete the City of Santa Fe Special Event Licensing Application along with a separate check in the amount of \$10.00 to NNMQG. Each Vendor must have a State of New Mexico CRS number on their application, or it will not be accepted. Booths will be assigned based on time of receipt of a 50% deposit, contract, and Santa Fe Special Event Application. Vendors will be notified of booth assignment upon receipt of deposit and forms.

10% discount on booth fee for payment in full by April 30, 2024.

Payment in full is due June 1, 2024.

Indicate the quantity of tables Requesting:

Table Size	Quantity
6' x 18"	
6' x 30"	
8' x 30"	

Number of Chairs: _____

Provide a description of the merchandise sold or services provided:

Vendor Rules and Conditions

- All Vendors shall submit the City of Santa Fe Special Event Licensing Application with a \$10.00 check payable to NNMQG with this contract.
- Vendor will be responsible for payment of all New Mexico Gross Receipts taxes.
- Vendor shall move into booth(s) on Thursday October 3, 2024. **All aisles must remain clear for safety and accessibility.**

Start times for set-up dependent on completion of Pipe and Drape Installation:

- Machines: 11:00 AM
- Multi-Booths: 12:00 PM
- Single Booths: 2:00 PM
- Vendor shall not sublet any part of his/her booth and shall not leave the booth unattended. It is the responsibility of the vendor to staff the booth at all times during the show. There will be show volunteers to help out as needed.
- NNMQG will not be held responsible for loss of property of any vendor.
- Vendor agrees to not start packing up the booth or merchandise until the show closes at 5 PM Saturday October 5, 2024. Vendor agrees to vacate the premises before 9:00 pm, Saturday, October 5, 2024 after close of show.
- Daily Parking is available in the City Parking Lot at 119 South Federal Place from 6 am until Midnight at \$12.00 per day. Oversized vehicles cannot use the garage.

Cancellation Policy:

- If the City cancels the event, all monies are refundable.
- All monies paid under this contract shall become **non-refundable after August 1, 2024.**
- Cancellations prior to **August 1, 2024:**
 - If NNMQG is able to rent the contracted vendor space, 80% shall be refundable.
 - If NNMQG is unable to rent the booth by October 1, 2024, 50% shall be refundable.

By signing this contract, Vendor agrees to all the above Rules and Conditions:

Signature _____ Date _____

NNMQG Signature _____ Date _____

Mail all forms and check to:

Dana Hollifield, Vendor Co-Chair
2309 Brother Abdon Way
Santa Fe, NM 87505

Deposit Received: _____ Date: _____ Date to Treasurer: _____

Final Payment Received: _____ Date: _____ Date to Treasurer: _____