



Guild of Quilters of Contra Costa County (GQCCC)
2024 Quilt Show VENDOR Application

Setup & Show Dates: Friday, April 5 – Sunday, April 7

VENDOR CONTACT INFORMATION:

Vendor Name:	
E-mail Address:	
Website:	
Telephone:	
Mailing Address:	

Please provide a description of your booth contents and inventory. What are the primary things you sell? Do you sell any specialty or unusual items? Do you do “make & takes”? Would you like to conduct a 15-minute demo at your booth? Use the back of this sheet if you need more room.

BOOTHS:

Booths are assigned on a “first come, first served” basis. Receipt of your payment will be the basis of reserving your spot. There are three booth sizes available. If you need a larger booth, select multiple booth sizes (up to 8’x40’). All tables at the Elks Lodge are 6’x30”. Two chairs are provided per booth unless otherwise specified below. Please indicate your desired booth size(s) and requirements:

Quantity Needed	Cost	Size	Includes
	\$ 140	8’x6’	No table
	\$ 160	8’x6’	One 6’ table
	\$ 160	8’x10’	No table
	\$ 185	8’x10’	(One) 6’ table
	\$ 235	8’x15’	No table
	\$ 255	8’x15’	(One) table
	\$ 275	8’x15’	(Two) 6’ tables
	No cost		How many chairs, total, do you need?
	\$300	Refundable Cleaning Deposit for Companion and Service Animals	
		TOTAL AMOUNT DUE	

Do you need power at your booth? ___ Yes ___ No.

- If yes, one power source will be available at the booth. You must bring your own extension cords.

Total Amount Due \$ _____ Payment will be made by: Check Credit Card

Your application is not complete without payment. Please see the “Payment” and “Cancellation” sections below for details.

I have read and agree to follow the Vendor Rules and Information

Signature: _____

Vendor Information for Guild of Quilters of Contra Costa County 2024 Quilt Show

Show Location	Elks Lodge, 1475 Creekside Drive, Walnut Creek, CA 94596	
Show Dates	Vendor Setup:	Friday April 5, 2:00 pm to 6:00 pm
	Show Open to Public:	Saturday, April 6, 10:00 am – 4:00 pm Sunday, April 7, 10:00 am – 4:00 pm
	Vendor Tear-down and cleaning	Sunday, April 7, 4:00 pm – 6:00 pm

VENDOR RULES and INFORMATION:

- The e-mail address for all communications regarding the show is vendors@gqccc.org
- A Vendor Coordinator will be available during set up and during the show, to answer vendor questions and help resolve issues.
- Vendor welcome packages will be available in the lobby of the Elks Lodge during set-up hours. Vendors are required to sign in and collect their name tags prior to setting up their booth.
- Vendors must provide two prizes for the daily door prize drawings and raffle baskets. These may be actual gifts, gift cards, or gift certificates to your booth.
- Vendor door prizes may be delivered to the Admissions table in the lobby during “set up”.
- Vendors must be open at all times that the show is open to the public. A Vendor Coordinator will be available during the show for breaks, lunch and other types of assistance that may be required.
- Vendor agrees to keep their property and personnel within the assigned booth space. This is important for fire code compliance and for the safety of our guests.
- All cardboard, storage boxes, and packaging must be hidden from view during show hours. There is no storage area at the Elks Lodge other than within the vendor’s space.
- Tables must be draped to the floor.
- Vendors may come in at 9:30 am on Saturday and Sunday to restock their booths.
- Vendor agrees to remove all booth contents and trash at the end of the show, and to sweep their area clean. Vendors must be completely out of the building by 6:00 pm on April 7th.
- Directions to Elks Lodge, unloading/parking information, a booth location map, and lodging information will be sent out approximately one month prior to the show.
- Vendors participating in set-up are invited to join the guild members for pizza and salad at approximately 5:00 pm on Friday evening.
- We will not have a kitchen at the Elks lodge to refrigerate or heat food.
- A food truck and outdoor seating will be available for lunch and breaks during the show.
- The Guild is not responsible for loss or theft of Vendor’s property or personal items.

DEADLINES:

- The final deadline for applications and payment is February 15, 2024.
- Reservation confirmations will be made via e-mail to the e-mail address provided by the vendor.

PAYMENT:

- Your application is not complete without payment.
- If you are paying by check, please mail your Vendor Application and check to: GQCCC, attn: Quilt Show Vendor Chair, 5554 Clayton Road, Concord 94521.
- If you are paying by credit card, an invoice will be sent to the email you provided above from our secure payment processing company “Affinipay”.

CANCELLATIONS:

- Cancellations must be in writing, and received prior to February 28, 2024, to receive a full refund. After February 28, 2024, refunds will only be given if the Guild is able to secure another vendor for the space.
- Refunds will be issued using the same method of original payment.