



2024 Creative Quilters Guild of Ellis County Quilt Show  
“In the Zen Garden” in Ennis

Questions/Concerns – email Janice Kendrick- Vendor coordinator or Cindy Garris  
at [vendorcoordinator@elliscountyquilters.com](mailto:vendorcoordinator@elliscountyquilters.com)

**Vendor Application ----- Please type or print legibly.**

Show Date(s) July 19th and July 20th - Doors open at 8am for Vendors (Breakfast)

Set-up Thursday, July 18th from 9am – 5pm

Public Show Times: Friday, July 19th and Saturday, July 20th – 9am – 4pm

Location: Sokol Hall – 2622 East TX Hwy 34, Ennis Tx 75119

**Please wear your badges.**

**Sales and Use Tax – 8.25%**

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Emergency Contact Name / Number \_\_\_\_\_

Mailing Address

• City \_\_\_\_\_

• State \_\_\_\_\_

• Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_ Website URL \_\_\_\_\_

Sales Tax ID# \_\_\_\_\_

Merchandise / Business Description \_\_\_\_\_

- Do you need electricity? \_\_\_\_\_ Yes \_\_\_\_\_ No. ***There is a fee of \$20 for use of electricity in your booth. This is a flat fee and covers all three days you are there.***
- Number of Badges required \_\_\_\_\_
- Number of Tables Required \_\_\_\_\_ 2 tables will be provided, and you can request an additional 2 tables if needed. The tables are 8' x 2'.
- Booth Sizes – You may purchase more booths if you need more space. Booth space may be reserved for 2024 Quilt Show **by paying ½ the price at the 2023 Quilt Show. Full payment is due by April 1, 2024.** If you **cancel 60 days prior** to the event, **½ of your fee is refundable.** If you cancel **less than 60 days** of the event your fee is **nonrefundable.** **Due to the price increase in the venue space, we have had to increase our booth charges to \$1.35 per square foot.**  
**Make your check payable to: CQGEC and mail to CQGEC at P.O. Box 301, Midlothian, TX 76065. All checks will be deposited and should you be wait listed, you will be notified by email.** Please label envelope” Attn. vendor coordinator.”
  - Approximate size - 320 Square Feet (20x16) @ 432.00 \_\_\_\_\_
  - Approximate size - 192 Square Feet (12x16) @ 260.00 \_\_\_\_\_
  - Approximate size - 144 Square Feet (12x12) @195.00 \_\_\_\_\_
  - Approximate size - 120 Square Feet (10x12) @ 162.00 \_\_\_\_\_
- If you would like to advertise in our Quilt Show Program, please let us know. We will need it by May 15, 2024. Please email the artwork in a jpeg.300dpi format to [quiltshowbrochure@elliscountyquilters.com](mailto:quiltshowbrochure@elliscountyquilters.com). Guild reserves the right to make any necessary minor printing adjustments to ads for the program (enlarge / reduce). If you submit a business card, it will be printed sideways to fit the slot. All ads will be black and white. If you requested a full-page ad and artwork / payment are received after all slots have been filled, your ad will be placed in the next available spot and the difference in fee amounts will be refunded to you. Rates are listed below. Please Circle your preference.
  - \$50.00 – 1/4 page - Horizontal or Vertical Business Card - 2.5” wide x 3.75 tall
  - \$100.00 - ½ page – 4.5” wide x 3.75” tall
  - \$200.00 – Full page – 4.5” wide x 7.5” tall
- Would you like to donate to the Door Prize? – 1 or 2 Please circle. Your Business Card(s) will be collected before the show, drawn either Friday or Saturday and winners will be asked to return to your booth to collect their prize.
- Applicants need to provide their own personal equipment / merchandise to conduct demos.

## HOLD HARMLESS AGREEMENT

The individual/business(s) listed below, herein referred to as “Exhibitor” agrees and undertakes to indemnify and hold harmless the 2024 CQGEC Quilt Show and their agents and employees from and against any and all claims, damages, actions, liability and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of exhibitor’s occupancy and/or use of the Ennis SOKOL Hall or any part thereof occasioned wholly or in part by any act of omission of Exhibitor, its agents, contractors or employees.

Exhibitor also acknowledges that the CQGEC does not assume any responsibility whatsoever for any property of Exhibitor used by or brought onto the Ennis SOKOL Hall premises and that Exhibitor will take whatever steps it deems necessary to protect same.

Exhibitor (Business Name) \_\_\_\_\_

Accepted by Guild Member: \_\_\_\_\_

Date: \_\_\_\_\_

## **SET-UP Instructions:**

- Set-up begins on Thursday 18, 2024 at 9am and must be completed by 5pm.
- No one will be scheduled a time or place to unload. Unloading locations include the side doors.
- Be considerate of your fellow vendors and do not block the unloading docks, side entrances.
- Move everything into your booth(s) from your cars/trailers before setting up.
- Move your vehicle as soon as you have your vehicle unloaded.

## **Show Days:**

- Doors open at 8am on both Friday and Saturday for Vendors. Breakfast will be available beginning at 9 am. (At this time, we are planning on having lunches for our vendors, but if you have any dietary needs, please bring something that you can eat.)
- Doors open to Public at 9am both days for the public.
- Doors close to Public at 4pm on both days for the public.

## **TAKE DOWN Instructions:**

**Note:** Do not park your vehicle in the loading areas until you have EVERYTHING packed and are ready to roll it out. No Exceptions. You will be asked to move your vehicle if you do not comply with this request.

- Take-down can begin on Saturday, July 20<sup>th</sup>, 2024, at 4pm **after all customers have left the building**. Do not begin to break down your booth before 4pm, as it is a safety issue.
- Should you begin packing / breaking down early, you may not be asked to participate in this event in the future.
- Be considerate of your fellow vendors and do not block the loading docks, side entrances.
- The building must be empty by 7pm.

## **Further Instructions**

We ask that you come fully prepared for setting up your booth. You may have need of power cords and/or lights for your booth, so please bring those. We will try to place you near an outlet if you need power, but you may need to have an extension cord. Please label all your cords, equipment, boxes, etc. with your company name so there will not be any confusion when it is time to pack up. And we ask that you please place all your trash in the provided trash cans before you leave. If you have any large empty boxes, these can be broken down and we will direct you to the dumpsters. We will **try** to have some volunteers on hand if you need some help getting your boxes to or from your vehicle.