

**QUILT & STITCH EXPO OF PUEBLO**  
**1020 ALEXANDER CIRCLE**  
**PUEBLO, CO 81001**

The Quilt & Stitch Expo 2012 will be April 13 and April 14 at the Pueblo Convention Center, 320 Central Main, Pueblo, CO. It's time to lock in your booth space. We are giving you the option of sending in a \$50 deposit by **January 15, 2012** to confirm your space or complete contract with entire booth fee. If only a deposit is sent, the balance of the booth fee will be due on March 1, 2012.

**Booth Size:** Again this year, booth size will be 10' x 10' with a rental fee of \$250 (no more than 2 (two) booths per vendor). There will be an additional one-time phone line or wireless hook-up. Each booth includes one 6' x 30" table (skirted and clothed), and one chair. Additional tables are available for \$20.00 each. Sizes available are: 8' x 18" or 6' x 30" and must be ordered prior to Expo set-up – **April 12, 2012**. The booths will be draped with 8' drapes across the back and sides and half-drapes will be hung on the aisle ends. Please stay within your booth space, using Convention Center drapes. If you choose to drape your merchandise at closing, please bring your own coverings. Do not nail anything into the Convention Center tables. **We request each booth hang an identifying banner.**

**Electrical Hook-up:** The Convention Center will be handling fees and arrangements separately for your electrical hook-up. This will prevent any power outages and also give you, the vendor, enough voltage for your individual booth needs. Please see enclosed electrical form for more information.

**Pre-preparation for credit cards:** Vendors will need to dial 8 to get an outside line for your credit card transactions.

**Set-up:** Thursday, April 12, 2012. Loading docks are located in the back of the Convention Center. Set-up time is from 8:00 a.m. to 5:00 p.m. Vendors may not enter into the ballroom until set-up has been inspected and okayed by Quilt and Stitch Expo executives. Dollies and loading carts are available for your convenience. At the conclusion of the Expo on Saturday, all vendors must exit the ballroom through the loading docks (required by the Pueblo Convention Center guidelines). We also ask that you breakdown your booth by 8:00 p.m. at the latest.

**Fat Quarter Drawing:** We are planning on a fat quarter drawing. For each fat quarter purchased at the show and dropped in the Expo Fat Quarter Box, the customer gets their name placed in a drawing for all fat quarters each day. If you have fat quarters in your inventory, you may want to come prepared for customers to purchase them for the drawings.

**Lodging:** We highly recommend the Pueblo Marriot Hotel that is attached by a hallway to the Convention Center and has many outstanding features to make your stay comfortable and convenient. Please call 1-866-706-7815 for reservations and mention The Quilt and Stitch Expo of Pueblo for special rates.

**Vendors Interested in Teaching Classes:** The Quilt and Stitch Expo LLC has decided to continue the class format we had at last year's Expo. Lectures, Make-n-Take, or Demonstrations will enable you, the vendor, an opportunity to promote a product, tool, or technique. The Expo will be collecting the class admission fee at the door but you will be responsible for selling kits, tools, or product in the classroom or at your booth. If interested in teaching, we request that you prepare for a minimum of 10 students. Your class time and day requests will be considered on a first-come first-serve basis. Please email your intent and information to Becky at [info@quiltandstitchexpo.com](mailto:info@quiltandstitchexpo.com).

**Further Information:** We ask that you advertise the **Quilt & Stitch Expo of Pueblo** on your website and/or newsletters. If you have a web address, please include this information on the contract so we may create a link from our Vendor Mall Listing to your website.

If you have any further question, you may contact Becky @ 719-544-8485, Susie or Nancy @ 719-545-3320, Julia @ 719-562-0385, or email: [info@quiltandstitchexpo.com](mailto:info@quiltandstitchexpo.com).

We are looking forward to a successful show!

Sincerely,

**Quilt & Stitch Expo of Pueblo**

---

**Deposit Form to Confirm Booth**

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of Booths: \_\_\_\_\_ Phone line: yes \_\_\_ no \_\_\_ Wireless: yes \_\_\_ no \_\_\_

Mail form and \$50 deposit to: **Quilt and Stitch Expo of Pueblo LLC**  
**1020 Alexander Circle**  
**Pueblo, CO 81001**

**QUILT & STITCH EXPO OF PUEBLO  
1020 ALEXANDER CIRCLE  
PUEBLO, CO 81001**

**CONTRACT**

NAME OF BUSINESS: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL  
ADDRESS: \_\_\_\_\_

WEB  
ADDRESS: \_\_\_\_\_

BOOTH (\$250.00 PER BOOTH)

MAXIMUM 2 BOOTHS PER VENDOR      Quantity \_\_\_\_\_ Total \_\_\_\_\_

ELECTRICAL: (See enclosed electrical form)

PHONE LINE: (\$30 one-time fee) \_\_\_\_\_

WIRELESS: (\$50 one-time fee) \_\_\_\_\_

NUMBER OF VENDOR ID TAGS      Quantity \_\_\_\_\_  
(\$5 per band after 4)      Quantity \_\_\_\_\_ Total \_\_\_\_\_

Additional tables: (\$20 per table)  
8' x 18"      Quantity \_\_\_\_\_ Total \_\_\_\_\_  
6' x 30"      Quantity \_\_\_\_\_ Total \_\_\_\_\_

**Sub Total** \_\_\_\_\_

**Less Deposit** \_\_\_\_\_

**Total** \_\_\_\_\_

**Send check to above address.**

Signature: \_\_\_\_\_



**PUEBLO CONVENTION CENTER**  
 320 Central Main Street Pueblo, CO 81003  
 www.puebloconventioncenter.com  
 Phone: (719) 542-1100 Fax: (719)583-9351



**EXHIBITOR SERVICE ORDER FORM**

<b>Event Name:</b> Quilt & Stitch	<b>Company Name:</b>		
<b>Event Dates:</b> April 12-14, 2012	<b>Address:</b>		
<b>Booth Number:</b> N/A	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Ordered By:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>On Site Contact:</b>	<b>Email:</b>		

Electrical/Description of Equipment	Number of Volts	Number of Amps

Pricing Is  
For Run  
Of Show

<b>Grand Total Due</b>	
------------------------	--

The Pueblo Convention Center will determine the number of outlets needed once the above information is received – then will contact you with the cost of electrical. Questions please contact Kelley or Diane at (719) 542-1100.

**Payment Information:**

<b>Credit Card Type:</b>	<b>Credit Card Number:</b>
<b>Expiration Date:</b>	<b>Billing Address:</b>
<b>Name on Card:</b>	<b>Zip Code of Billing Address:</b>

The Exhibitor is responsible for payment directly to the Pueblo Convention Center. Cash, business check, or credit card payment is accepted. Payment must be received prior to event. Returned checks will be charged \$25.00 or 5% of face amount, whichever amount is greater.

If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day a 90% refund will be given. If cancellation occurs before installation but 6 days less prior to the first scheduled move-in day a 75% refund will be given. If cancellation occurs after installation or after the start of the first scheduled move-in day no refund will be given.

All terms, conditions and rates are subject to change without notice.