

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

The Quilt & Stitch Expo 2011 will be April 1 and April 2 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 \$25 deposit by **January 15, 2011** 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, 2011**.

Booth Size: Again this year, booth size will be 10' x 10' with a rental fee of \$200 (no more than 2 (two) booths per vendor). There will be an additional one-time electrical and/or phone line 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 – March 31, 2011. 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.**

Set-up: Thursday, March 31, 2011. 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).

Lunches available: The Convention Center will provide a box lunch each day to your booth for \$11.95. The box lunch consists of a sandwich, chips, fresh fruit, cookie and chilled soft drink. You may choose from three different sandwiches as indicated on your contract. The Center will also have a concession booth and an espresso bar set up each day for your breakfast, lunch and refreshment needs.

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 1-800-228-9290 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.

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 Merchant 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.

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: _____ Electricity: yes ___ no ___ Phone line: yes ___ no ___

Mail form and \$25 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 (\$200.00 PER BOOTH)

MAXIMUM 2 BOOTHS PER VENDOR Quantity _____ Total _____

ELECTRICAL: (\$35 one-time fee) _____

PHONE LINE: (\$35 one-time fee) _____

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

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

Additional tables: (\$20 per table)

8' x 18" Quantity _____ Total _____

6' x 30" Quantity _____ Total _____

Box Lunch: (\$11.95 each)

Friday

Ham/Swiss Quantity _____ Total _____

Turkey/Provolone Quantity _____ Total _____

Roast Beef/Cheddar Quantity _____ Total _____

Saturday

Ham/Swiss Quantity _____ Total _____

Turkey/Provolone Quantity _____ Total _____

Roast Beef/Cheddar Quantity _____ Total _____

Sub Total _____

Less Deposit _____ Total _____

SIGNATURE: _____