



Quilt Show 2018 Vending Committee
Clamshell Quilt Guild
www.clamshellquiltguild.org/show.html

June 26, 2017

Dear Vendor,

Thank you for your interest in reserving space as a Vendor at the Clamshell Quilt Guild 2018 Quilt Show. The show will be held August 4 and 5, 2018 at the College Center of Connecticut College in New London, CT. The show times will be Saturday 9:00 AM to 5:00 PM and Sunday 10:00 AM to 4:00 PM. There will be two opportunities for Vendors to set up: Thursday (08/02/2017) from noon to 7:00pm and Friday (08/03/2017) from 10:00am to 5:00pm. Members will be there to assist with opening doors and finding your space.

Vendor registration is now open. Spaces will be reserved on a first paid first served basis.

Vendors must be completely set up by 5:00pm on Friday. No vending will be available until Saturday morning. We will be hosting a Guild only viewing/reception Friday evening from 6-8pm. All participating vendors are invited to join us for this event. There will be light refreshments.

This document is your registration packet: a registration form, an important questionnaire, and a "hold-harmless" agreement. Please fill out the forms and return with your payment in full (space reservation fee @\$150/space plus table with chair rental @\$15/each table with chair) to Clamshell Quilt Guild at the above address. The demand for spaces is increasing and most vendors have expressed a desire to return. Some would like to change spaces. Space assignments will be made on a first come, first served basis. If you want to ensure you have the same space as last year or a particular space, we highly recommend you send in your payment and form as soon as possible. We will start assigning spaces September 1, 2017 and request all applications be in no later than October 31, 2017.

Should you have to cancel, your money will be refunded if and only if we are able to fill your spot from the waiting list.

If you do not have a State of Connecticut sales tax number, you will need to obtain one. You can do so online at the Department of Revenue Services.

We are excited about having you vend at our 2018 Quilt Show. If you have any questions please email Holly Potvin - hollypotvin@sbcglobal.net or call her at 860-424-2770.

Happy Clamshell Quilt Show 2018,

Clamshell Quilt Show Vending Committee
Holly Potvin, Christine Cnota and Tara Thornton



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Vendor Questionnaire

	YES/How Many	NO
How many tables would you like to rent? (\$15.00 per table & chair)		
Would you like local lodging information?		
Would you like air-conditioned on campus room information?		
Do you accept major credit cards?		
Do you need to obtain a CT sales tax ID #?		
Would you like to advertise in our program?		
Would you like to do a demo at the show?		
Would you display raffle quilt info in your store?		
Would you donate an item for our basket raffle?		

Contact Person _____

Business Name _____

Phone _____

E-Mail Address _____

Web Site _____

Please sign and return with your payment and registration form to:
 Clamshell Quilt Guild
 Attn.: Holly Potvin
 PO Box 3
 Waterford, CT 06385



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Vendor Registration Form

Contact Person: _____

Business Name: _____

Address: _____

Phone: _____

E-Mail Address: _____

Please reserve a space for me at the Clamshell Quilt Show, August 4 and 5, 2018.
I agree to remain set up for the duration of the show and, at the request of Clamshell Quilt Guild and in the interest of fairness to all the vendors, to abide by the following guidelines:

1. To remain within the assigned space which is 10 X 15 feet.
2. To refrain from Clearance sales and price cutting at the show.
3. To collect Connecticut sales tax.

Signed: _____

Date: _____

Connecticut Tax I.D. Number: _____

Vendor Fee @ \$150 per space: _____

Tables (8 ft) with chair @ \$15.00 each: _____

Total Amount Enclosed: _____

Make check payable to Clamshell Quilt Guild and send to:
Clamshell Quilt Guild
Attn: Holly Potvin
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Waterford, CT 06385



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Clamshell Quilt Show 2018 Vendor Hold-Harmless

Although security will be maintained during the show, we ask that you also sign the following:

“Hold-Harmless Agreement”

The vendor shall, and does hereby indemnify and hold harmless the CLAMSHELL QUILT GUILD and its members from and against any loss, damage, liability cost or expense occasioned by or in any way related to or connected with the use and occupancy of the demised premises by the vendor or its employees.

All of the above is accepted by the undersigned.

Vendor Signature _____

Date: _____

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