



HUMMINGBIRD STITCHERS QUILT SHOW

2025 Commercial Vendor Contract

Each space will be 8 feet deep and approximately 10 feet wide, (or in smaller hallways 7' X 11')

- a. Spaces 1-11 on the main floor, by the front door will rent for a non-refundable payment of \$200 per space.
- b. Spaces 12-32 on the upper level, accessed by the ramp, will be available for a non-refundable payment of \$150 per space. (Please see attached floor space maps) Spaces are reserved on a first come, first served basis, so get your registration in early! Please indicate your first, second, and third choice for spaces. Every effort will be made to accommodate your needs. Repeat Vendors are given priority when possible.

2. Rental fee must be paid to Guild (HSQG) along with a signed contract **no later than Jan. 15, 2025**. If received after the due date, you will be put on a waiting list and space will not be guaranteed.

3. Vendor agrees to be set up, ready to sell by 9:00 PM Fri. Feb 28, 2025.

a. Space(s) will be available for set-up, Friday, Feb. 28 from 5:30 p.m. to 9:00 PM

b. Vendors may arrive no earlier than 8:00 AM on Saturday and Sunday. This is mandatory as the school charges us extra for any early arrivals.

4. Vendor agrees to sell from 9am until 4 pm, Sat., March 1 and from 9am until 3pm, Sun., March 2, 2025. Vendors may NOT break down their booth until the end of the show at 3:00 PM. on Sunday.

5. Access at the front of the building must be used by vendors for unloading their displays. Cars and trailers, etc. must then be parked in the east parking lot.

6. Vendor agrees to leave their booth space(s) clean and free from trash and debris.

7. Vendor must provide their own display equipment and electrical extension cords.

a. One 6' table provided per space. Chairs will be available at no cost. Extra tables may be rented for \$15.00 per table.

b. 20 Amp electrical plug-ins available upon request.

8. Vendors are responsible for their inventory and receipts.

9. Guild will not be responsible for damage or loss of Vendors goods or receipts.

10. Facilities will be locked at night and security will be provided.

11. Vendor is responsible for any permits or tax certificates needed to do business in the City of Sierra Vista.

12. **** (New) MACHINE VENDORS:** In order to sell machines at the show you must:

1. Be an authorized/contracted dealer/retailer for this area.
2. Bring only machines you are contracted to sell. Please don't bring used/previously loved machines to sell.
3. If you want to bring machines to sell that another vendor is contracted to sell, you must have a written agreement with said vendor and the HSQG Vendor Coordinator. Contact Jeannine at (520)524-7316 if contact numbers are needed.

13. **Complete all areas of the contract, sign, and return with appropriate fee to the Guild before January 15, 2025.**

a. Guild will return one signed copy to Vendor.

b. Guild contact person is: Jeannine Grabowska, Cell #: 520-524-7316

Send contract and payment to Jeannine at this address: 6124 So. Burro Drive Hereford, AZ 85615

c. **Make checks payable to HSQG.**

Vendor agrees to the above conditions by signing and returning the following page:



HUMMINGBIRD STITCHERS QUILT SHOW 2025 Commercial Vendor Contract

Vendor's Commercial Name _____

Contact Person _____

Vendor's Address, City, State, Zip Code

Contact Phone Number _____

E-Mail Address _____

Vendor Signature

Date: _____

LOCATION REQUESTS (See Vendor Maps!)

1st Choice

2nd Choice

3rd Choice

Space #	Space #	Space#
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20 Amp Electrical plug-in is needed? Yes _____ No _____ How many hook ups? _____

Additional tables? \$15.00 each. Number _____ Cost _____

Vendor/helpers names? (For nametags): _____

Sewing/Quilting/Embroidery machine brands you are bringing? _____

For Office use Only

The Hummingbird Stitches Quilt Guild, hereafter called the Guild, agrees to rent to _____, a commercial enterprise hereafter called the Vendor, _____ booth space(s) at the Guild's 2023 Quilt Show in Sierra Vista, AZ at Buena High School, 5225 Buena School Blvd., Sierra Vista, AZ 85635.

Guild Rep Signature _____

Date _____ Fee received: \$ _____

for _____ space(s). Spaces assigned: _____

Date contract received by Guild _____