

HUMMINGBIRD STITCHERS QUILT SHOW 2022  
Commercial Vendor Contract

The Hummingbird Stitchers Quilt Guild, hereafter called the Guild, agrees to rent to \_\_\_\_\_, a commercial enterprise hereafter called the Vendor, \_\_\_\_\_ booth space(s) at the Guild's 2022 Quilt Show in Sierra Vista, AZ at Buena High School, 5225 Buena School Blvd., Sierra Vista, AZ 85635.

1. Each space will be 9 feet deep and approximately 10 feet wide. **Spaces 1-11 on the main floor, by the front door will rent for a non-refundable payment of \$200 per space. 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.**
2. Rental fee must be paid to Guild (HSQG) along with a signed contract no later than Jan. 15, 2022. 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 AM Sat. March 5, 2022.
  - a. Space(s) will be available for set-up, **Friday, March 5 from 5:30 p.m. to 9:00 PM**
  - b. Vendors may arrive no earlier than 8:00 AM on Saturday and 9:00 AM on Sunday. This is mandatory as the school charges us extra for any early arrivals.
4. Vendor agrees to sell from 9am until 5 pm, Sat., March 5 and from 10am until 3pm, Sun., March 6, 2022. 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 agrees to provide one item for the Vendor Raffle on Friday night.
8. 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. Electrical plug-ins available upon request.
9. Vendors are responsible for their inventory and receipts.
10. Guild will not be responsible for damage or loss of Vendors goods or receipts.
11. Facilities will be locked at night and security will be provided.
12. Vendor is responsible for any permits or tax certificates needed to do business in the City of Sierra Vista.
13. Complete all areas of the contract, sign, and return with appropriate fee to the Guild before January 15, 2022.
  - a. Guild will return one signed copy to Vendor.
  - b. Guild contact person is:

Jeannine Grabowska  
6124 So. Burro Drive  
Hereford, AZ 85615  
Cell #: 520-524-7316 (new phone #)

Vendor agrees to the above conditions by signing below:

Vendor's Commercial Name \_\_\_\_\_

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

Vendor's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Vendor Signature \_\_\_\_\_

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

**LOCATION REQUESTS**

1<sup>st</sup> Choice Space #'s: \_\_\_\_\_

2<sup>nd</sup> Choice Space #'s: \_\_\_\_\_

3<sup>rd</sup> Choice Space #'s: \_\_\_\_\_

Electrical plug-in is needed? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Vendor/helpers names? (for nametags): \_\_\_\_\_

Door Prize donation? \_\_\_\_\_

**For Office use only**

Guild Rep. Signature \_\_\_\_\_ Date \_\_\_\_\_

Fee received \$ \_\_\_\_\_ for \_\_\_\_\_ space(s).

Date received by Guild \_\_\_\_\_