

Private: Archive – GAAQG 2024 Quilt Show – Information For Vendors

Welcome Vendor,

You have been invited to have a booth at the 2024 GAAQG Quilt Show. Using this site enables you to:

- Learn what to expect at the show
- Understand and agree to the Guild's policies and procedures for having a booth
- Register and pay for the booth.

For the 2024 Quilt Show, the Guild's policies and procedures are divided into the following categories and are detailed in the section below:

- Show dates, times, and location
- Booth sizes and requirements
- Fees
- Set-up
- Unloading, loading and parking
- Liability
- Security
- General show information
- General venue information
- Registration and payment
- Confirmation
- Cancellation Policy

If you have any questions, contact Wanda Nash or Kaylie Schneider
GAAQG Vendor Liaison (vendorliaison@gaaqq.com)

Show Date, Times, And Location

The 2024 GAAQG Quilt Show is scheduled for Saturday July 27, 2024, and Sunday, July 28, 2024. The show will be held at Washtenaw Community College (WCC) in the Morris Lawrence Building, 4800 E. Huron River Dr., Ann Arbor MI 28106. For directions [click here](#).

The show hours are 9:00 a.m. to 5:00 p.m. on Saturday and 11:00 a.m. to 5 p.m. on Sunday.

Booth Sizes And Requirements

Vendor space is limited and available on a “first come first serve basis.”

Booths are either 8' X 10' (for a single space) or 8' x 20' (for a double space). We do not offer any booth sizes larger than a double. Both sizes are available on the show's main floor. Quilts made by [members](#) of the GAAQG (spell out) are displayed in the middle of the main floor, along the two hallways off the main floor and in a special exhibit room. The guild also has a Gift Shop offering quilted items donated by members of the GAAQG.

Nearly all booths have access to electricity and have a back wall, which may be painted, papered, wooden, fabric or glass Generally. **You may not attach any display to a wall** -exceptions include using pins or a readily removable tape on fabric areas or tape on glass walls.

Each single booth will come with two chairs and two six-foot tables: You may request added chairs and/or tables during the registration process.

You may arrange your booth and/or use other standing display materials in any way if it is within the marked, measured space. However, all tables must be covered to the floor on at least three sides. Each vendor will supply table coverings.

Booths must be ready to serve customers by 8:30 a.m. on Saturday morning and remain set up through 5 p.m. on Sunday. **See Set-Up** for more on when vendors will be admitted to set-up booths.

Fees

The fee for a booth is based on the size of the booth and its location in either main floor or vendor room areas of the show. Again, space is assigned on a first come first serve basis. If a request for main floor space cannot be fulfilled at the time a registration is submitted and paid for adjustments can be made and the appropriate refund given based on the choice made of remaining options available.

Booth Fees for GAAQG members

-Single booth on the main floor: \$300

-Double booth on the main floor: \$480

Booth Fees for non-members

-Single booth on the main floor: \$350

-Double booth on the main floor: \$525

Guild members receive a small benefit of a discounted rate on vendor booth rates. However, the benefit is at the most \$50. Annual guild dues are \$55. *Make sure there's a line for membership dues on the payment form.*

Set-Up

Set-up time will be from 1:00 to 5:00 PM on Friday –no exceptions. The show area (including vendor booths) will open to vendors at 7 a.m. on Saturday. The doors open to the public at 9 a.m.

A few handcarts will be available to borrow for unloading and loading, but we suggest that you bring your own.

Unloading, Loading And Parking

There is no charge for parking

For the Friday afternoon set-up, vendors may unload their vehicles at the main entrance, but will have to move their vehicles as soon as unloaded and may park in the lot immediately in front of the Morris Lawrence Building or in the Parking Structure.

For loading your vehicle Sunday after the show, vendors may use the main entrance, having vehicles in the circle drive only during the actual loading.

Parking on Saturday and Sunday during the show, to keep the front parking lot primarily for those attending the show, vendors and their booth staff must park in the Parking Structure (PS on the campus map); there is a walkway/path from the second floor of the parking structure to the Morris Lawrence Building (entrance directly across the Atrium from the building's front entrance).

If you are bringing a long-arm machine to the show or any heavy display, there are special procedures that you must follow to comply with the needs of Washtenaw Community College. Because the main entrances to the venue have sliding glass doors and are weight sensitive, it is imperative to follow the guidelines from WCC. Please contact the Vendor Liaison directly for additional guidelines.

Liability

Neither the GAAQG nor Washtenaw Community College is liable or responsible in the case of fire, theft, breakage, or other damages to person or property whether caused negligently, willfully, or otherwise; and they are released from any loss, injury, or damage to person or property by the exhibitor, his representative, agents, or employees. The above named are also not responsible for Acts of God or vandalism.

Security

The GAAQG will employ a Security Guard for the Friday and Saturday nights of the shows' weekend.

General Show Information

Booth staff: There is a daily entrance charge for attending the show. Vendors and their booth staff will have to wear their name badges when entering the show to avoid paying the entrance fee. Up to four people are allowed to be named as booth staff. Vendors will have the opportunity to name the staff during the registration process, both online/email and mailed.

Door Prizes: Throughout the show, there will be drawings for door prizes donated by the Guild and the show vendors. Collection of door prizes will occur during the set up and the show itself.

Demonstrations: If you are planning to demonstrate a tool or technique, be sure to let the vendor liaison know about the demonstration and when you plan to have it take place. The Guild will make announcements throughout the show.

Product Sales: It is fine to hold an "event-specific sale" for the show. If you are planning to have one tell the vendor liaison or the staff at the Guild booth. We will maintain a list of such sales at the Guild booth for reference by those attending the show. Keep in mind some activities may not be able to be accommodated.

Announcements: Staff at the Guild booth will make announcements throughout the show. When you arrive for set-up, there will be forms available for your use; completed forms may be returned to the vendor liaison anytime during the show.

Vendor Web Site and Facebook Pages: When completing registration, vendors are asked to provide information about their website and /or Facebook pages. In the quilt show area of the guild's website we will list the participating vendors with links to their websites and Facebook pages. Also, the list of participating vendors will appear in the show booklet. Of course, this information is time sensitive, and it is possible that any last-minute changes cannot be accommodated.

General Venue Information

Washtenaw Community College has a no smoking policy on any part of its campus. It must be strictly adhered to. Please instruct you and your staff to adhere to this policy. If you need someone to relieve you at your booth while you take a needed break, please contact a quilt show representative or advise the vendor liaison in advance.

Registration And Payment

Vendors may register using the online application or by contacting Wanda Nash, GAAQG Vendor Liaison, (vendorliaison@gaagg.com) to receive a paper form. Payment is due at the time of registration. [Click here for the online form](#)

Confirmation

Whether using online or mailed registration, each vendor will receive a confirmation that the Guild is able to accommodate the vendor requests. The confirmation will be sent via email; mailed confirmations will only be sent to vendors without email addresses.

Any issues with the registration will be handled at this time. For example, should a vendor request a double booth space and one is not available, the Guild's vendor liaison will discuss it with the vendor and make refunds as appropriate.

Cancellation Policy

Cancellations received from a participating vendor on or after June 1 of the year of the show will be refunded only when the Guild is able to find another vendor to purchase that space. Should the Guild not be able to find a replacement, the payment will not be refunded.

In the case of an emergency occurring after the June 1 date, the Guild will consider waiving the cancellation policy on a case-by-case basis.

In the event of unforeseen circumstances such as a resurgence of a virulent COVID variant or some other unknown cataclysm resulting in the cancellation of this show, vendors will be contacted and appropriate fee refunds made.