

**Capital Quilters Quiltfest 2022
Vendor Contract**

This contract is between the Capital Quilt Guild of Bismarck, ND (event organizer) and _____ (vendor). The above-named parties agree to the following terms:

1. The event organizers agree to:
 - a. Provide an approximate: ___10 ft X 8 ft. or ___10 ft X 16 ft. or ___10 ft X 24 ft. booth constructed of pipe and drape.
 - b. Electrical outlets are available. Indicate your need: ____ Yes ____ No
 - i. Vendor is responsible for providing their own extension cords/power strips.
2. The vendor agrees to:
 - a. Pay a fee of \$175 (8'), \$350 (16') or \$525 (24') per full booth space. Each 8' space includes a table and chair. The fee is due with this signed contract.
 - b. Set up booth between 4pm and 8pm on Thursday, November 3rd and take down booth no sooner than 2pm on Sunday, November 6th. The Merchant Mall/Quilt Show dates and hours:

Friday, November 4, 2022	8:00 am to 8:00 pm
Saturday, November 5, 2022	8:00 am to 5:00 pm
Sunday, November 6, 2022	8:00 am to 2:00 pm
 - c. Provide personnel to operate your booth during the above stated hours. We provide a hospitality room for breaks and/or eating meals. Vendors will be allowed to eat within their booths and if a boxed meal is purchased, a Quiltfest volunteer will help deliver them as needed.
 - d. Provide own transportation to and from the event and be responsible for own lodging.
3. The Capital Quilt Guild of Bismarck is **NOT** responsible for lost, stolen, or damaged items. We will see that the hotel takes reasonable precautions and safeguards to prevent loss or damage of articles in the merchant mall and exhibit rooms.
4. The Capital Quilt Guild of Bismarck reserves the right to cancel the Quiltfest in the event of inclement weather. Refunds will be made.
5. Any changes to this contract must be in writing and approved by the vendor chairperson(s).
6. Please provide your sales use # _____ FEIN and/or permit # _____ and ND Tax ID # _____.
7. North Dakota law requires that you charge 5% ND and 2% Bismarck/Burleigh County tax on all sales. *Please fill in the following information as you would prefer it to appear in the Capital Quiltfest Brochure.*

BUSINESS NAME _____

OWNER _____ BUSINESS PHONE _____

ADDRESS _____

WEBSITE _____

SIGNATURE _____ DATE _____

Send signed Contract, Vendor Registration Form, Participation Letter and check (Payable to Capital Quilters – In Memo include Quiltfest 2022) by June 1st, 2022 to:

Capital Quilters – Quiltfest 2022, Amy Winkelman 9050 33rd St SE Bismarck, ND 54504

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OFFICE USE ONLY

CONTRACT RECEIVED: _____ SIGNATURE OF QF CHAIRPERSON: _____

Capital Quilters Quiltfest 2022

Vendor Registration Form

Quantity ()

Total

Booth Options:

Booths also come with a table and chair depending on size:
 8'x10' = 1 table & 1 chair *Tablecloths supplied
 16'x10' = 2 tables & 2 chairs
 24'x10' = 3 tables & 3 chairs

8'x10': \$175 _____
 16'x10': \$350 _____
 24'x10': \$525 _____

Individual Meals: Available for purchase prepared by Ramkota

*Boxed Lunches will include a sandwich or croissant (specific sandwich options will be available closer to the event), fruit cup or deli salad, bag of chips, cookie, bottled water, condiments and silverware.

Friday:

Lunch Options- *Boxed, Plated or French Dip Buffet (Buffet Includes: Tender roast beef, provolone, cheese, horseradish, sauteed onions, sauteed peppers, hoagie roll, au jus dip, tossed green salad, kettle chips)

() Box Lunch \$19 _____
 () Spinach Feta Salad \$16 _____
 () August Salad \$16 _____
 () Ham & Swiss Sandwich \$16 _____
 () Roast Beef & Cheddar Sandwich \$16 _____
 () Turkey & Swiss Sandwich \$16 _____
 () French Dip Buffet \$19 _____

Dinner- Chicken Breast in chardonnay cream sauce or Lime Cilantro Tilapia; includes choices of side salad, two deli salads, potatoes or rice, a vegetable, dinner rolls and a house dessert. Both options can be made Gluten Free

() Chicken Breast \$38 _____
 () Lime Cilantro Tilapia \$38 _____

Saturday:

Lunch Options- *Boxed, Salad or Italian Pasta Buffet (Buffet Includes: penne and bowtie pasta, creamy Alfredo sauce, marinara meat sauce, Italian blend vegetables, warm garlic toast and salad fixings)

() Box Lunch \$19 _____
 () Spinach Feta Salad \$16 _____
 () August Salad \$16 _____
 () Italian Pasta Buffet \$19 _____

Banquet Dinner- Including Trunk Show/Presentation from our National Teacher

() Chicken Piccata \$40 _____
 () Tender Beef Tips \$40 _____
 () Asian Vegetable Stir Fry \$40 _____

Sunday:

Lunch Options- *Boxed or Create Your Own Slider Buffet (Buffet Includes: cheeseburger/hot ham and Swiss/BBQ pulled pork sliders, salad fixings, pasta salad and kettle chips)

() Box Lunch \$19 _____
 () Slider Buffet \$19 _____

Please make check payable to **Capital Quilters**
 – In Memo include **Quiltfest 2022**

Booth Total	
Meals Total	
Total Due	