



LEBANON QUILTERS GUILD

11TH ANNUAL EXHIBITION OF QUILTS

Friday and Saturday, November 10 and 11, 10 am to 6 pm.

Thank you for your interest in participating in the Lebanon Quilters Guild 11th Annual Exhibition of Quilts. Our guild has more than 200 members and our mission is to promote interest in quilting and its preservation through quilt shows, community projects and education.

We will have more than 175 quilts on display at the show, all made by members of the Lebanon Quilters Guild. Guild members will be demonstrating a variety of quilting techniques and our Challenge display will feature quilts and wall hangings inspired by songs by the Beatles. The Guild also will have a silent auction, book sale, a make-and-take activity, demonstrations, and appraisals by appointment.

Our Quilt Exhibition will be held in North Hall of the Lebanon Expo Center and Fairgrounds (www.lebexpo.com). Vendors will have direct access to the exhibition hall for set up. The Expo kitchen will be open during show hours, serving soup, hamburgers, hot dogs, fries, fruit and desserts. There are several restaurants in the area that will deliver to the Expo center. The Expo Center is accessible to persons with disabilities.

Our show is held in a spacious, well-lit environment. This year we will be offering standard booth spaces (8 x 10 feet) as well as premier booths (8 x 20 feet). Booths have 8-foot high black drape on three sides. Vendors may share a booth space. We will provide 2 tables and 2 chairs and a business sign for your booth. Additional tables and chairs are available to rent.

We are distributing 6000 flyers to area quilt shows, shops and guilds. There will be announcements on local radio stations, in area newspapers, and shared via social media. The local newspapers have done feature articles about our exhibition in the past and we anticipate articles again this year. In addition, Friday, Nov. 10, we will have a LIVE broadcast on site with WQIC radio personality Steve Todd Davies.

You can help us by advertising the show. We will supply you with show flyers to distribute at other events and to give to your customers. **We encourage you to list the show on your website or Facebook page with a link to our website, and to email your customers and friends. Our website is www.LebanonQuiltersGuild.com and our Facebook page is facebook.com/LebanonQuiltGuildShow.**

We hope that you will be part of our Quilt Exhibition! Please call or email one of our Quilt Exhibition Chairmen if you have any questions.

Maureen Light (717-304-0566; molight@gmail.com)

Amy Wissinger (717- 679-5522; rosewiss@yahoo.com)

LEBANON QUILTERS GUILD
11th ANNUAL EXHIBITION OF QUILTS
2017 Vendor Application

Note: Our show will be TWO days this year: Friday and Saturday, November 10 and 11, 10 am to 6 pm.

Exhibitor Name _____

Business Name (for sign) _____

Business Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Website _____

PA Sales Tax Number (required) _____

Description of Product/Services _____

Do you have liability Insurance? _____ Name of insurance provider _____

Would you like to donate an item to our Silent Auction? _____ Item you will donate _____

Exhibit Space/Description	Rate	Total
____ Standard Space (8' x 10')	\$125.00 each	\$ _____
____ Premier Space (8' x 20')	\$200.00 each	\$ _____
____ Electric	\$15.00	\$ _____
2 tables and 2 chairs provided at no cost; additional tables and chairs:		
____ # Tables	\$6.00 each	\$ _____
____ # Chairs	\$2.00 each	\$ _____
	Total Due	\$ _____

Payment

A \$50.00 deposit is required with application. Balance due by October 1, 2017. Payment may be made by check or money order. Make checks payable to Lebanon Quilters Guild. All returned checks subject to a \$30.00 fee. Acceptance is dependent on available space and discretion of quilt show committee.

Cancellation

You will receive a full refund if cancelling prior to August 1, 2017. If you cancel between August 2 and September 1, 2017, you will forfeit your deposit. No refunds will be given for cancellations after September 2, 2017. Cancellations must be in writing and sent to the chairperson.

Sponsorship

The Lebanon Quilters Guild is a non-profit organization whose purpose is to promote quilting. Our Quilt Exhibition supports this purpose, as well as our community service activities, including making quilts for the clients of the Lebanon Domestic Violence Shelter, pillowcases that are given to the Penn State Children’s Hospital and Bundles for Babies, which supports families of those on active duty in the National Guard.

By becoming a sponsor of the 2017 Lebanon Quilts Guild Exhibition of Quilts your business will be promoted in our advertising, including radio promo spots, the live radio broadcast on Friday, print advertisements, Lebanon Quilters Show Facebook page, other social media posts and show program. Sponsors also will receive a 10% discount on the booth fee. In addition, Gold Sponsorship businesses will be listed on the 6000 show flyers to be distributed.

_____ Gold Sponsorship: \$250.00* (includes all advertising, plus flyers and additional radio airtime on Friday and 10% booth discount)

_____ Silver Sponsorship: \$150.00 (includes all advertising, except on flyers; and 10% booth discount)

** Payment must be received before January 31, 2017, in order to be meet printer’s deadline on the flyers.*

Release

I, the exhibitor, have read the rules and regulations of the show and agree to abide by these regulations. I release the Lebanon Quilters Guild and the Lebanon Expo Center and their agents from all liability for any and all damage, injury or loss to any person, business, or property which may arise from the occupation of the exhibit space.

All vendors listed on the application must sign.

Exhibitor Signature_____

Date_____

Exhibitor Signature_____

Date_____

Send to: Maureen Light, 35 Sunrise Drive, Lebanon, PA 17042
Questions? Call Maureen at 717-304-0566

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GENERAL INFORMATION

Set-up times:

2 pm to 8 pm Thursday, Nov. 9, 2017

7 am to 9:45 am on Friday, Nov. 10, 2017

Show hours:

10 am to 6 pm, Friday and Saturday, Nov. 10 and 11, 2017

Please read the following rules and regulations.

Please check in with one of the chairmen when you arrive. We will show you the booth space and where to park and unload.

Booths must be staffed at all times during the show. The exhibitor may not interfere with adjacent exhibitors; no loud music or other entertainment. The use of flammable or volatile materials is prohibited and open flames are also prohibited.

Food and drink is prohibited in the quilt exhibition area, however exhibitors are permitted to eat and drink within the confines of their booth space. Care should be taken to protect adjacent exhibitors from spills, stains, etc. Drinks should be in a covered container.

Do not block the aisles, doorways or emergency exits. No extension cords can be extended across aisles or walkways.

No items shall be attached to any walls, floors or other parts of the Lebanon Expo Center.

All boxes and stock shall be stored neatly and out of sight during the show. Please cover tables with a cloth that hangs to the floor.

Please do not start packing before the end of the show—6 pm on Saturday. Be sure to leave your booth space clean and dispose of all trash in the appropriate containers.

Absolutely no smoking inside the exhibit hall!

Exhibit space not occupied by the exhibitor by show opening will be considered forfeited.