



Tri City Quilters' Guild

40th Quilt Show and Merchant Mall
'Inspired by Tradition'
March 22–23, 2024

Three Rivers Convention Center
7016 W Grandridge Blvd
Kennewick, WA

MERCHANT GUIDELINES

APPLICATION DEADLINE:	December 31, 2023
CANCELLATION DEADLINE:	February 15, 2024
MERCHANT SETUP:	Thursday, March 21, 1 pm – 7 pm
SHOW DATES & TIMES:	Friday, March 22, 10 am – 5 pm Saturday, March 23, 10 am – 5 pm
TAKEDOWN:	Saturday, March 23, 5 pm – 8 pm

The Merchant Mall Committee, hereinafter referred to as the Committee, administers these Guidelines on behalf of the Tri-City Quilters' Guild. **Please read thoroughly as some of our guidelines have changed.**

Fees and Payment: In a recent notice from Three Rivers Convention Center, we were advised that booth space fees will be raised by 25%. Because of the increase, the TCQG will be passing 12.5% of this added cost on to our merchants this year with another possible 12.5% increase in 2025. We wish that we didn't have to increase these rates but by dividing this increase over two years, we hope that it will allow the merchants wanting to participate in the quilt show to do so.

A check for the FULL amount must accompany the Application Form. Checks should be made payable to "TCQG" and mailed to P.O. Box 215, Richland, WA 99352. If your first choice is not available, any overpayment will be refunded at the quilt show. **NOTICE: All cancellations after February 15th are subject to 25% administrative fee.**

Waiting List: If no space is available, you may elect to remain on our waiting list. In that case, we will hold your application and payment until space becomes available or until February 15.

Booth: See Application Form for rates and sizes. All booths include pipe and drape behind the booth and between adjacent booths along with one skirted 8' table and 2 chairs in each 10' unit. Extra items are available for an additional fee. No discount is given for unused items. Booth setup is subject to safety inspection and approval by the Committee, the City of Kennewick, and the Three Rivers Convention Center (TRCC). Nothing may be nailed, stapled, or otherwise affixed to the walls, floors, ceiling or any part of the TRCC. Helium balloons and glitter are not allowed. Merchants may not sublet or apportion space in whole or in part without the express approval of the Committee. All signage and merchandise must be kept within assigned booth space.

Electric service is available at the rate of \$50 per booth and must be ordered before the show, using the Application Form. The electrical fee covers set-up and show dates. Extension cords are provided by the convention center. Cords are to be securely placed out of the way of pedestrian traffic.

Unloading/Loading: All loading and unloading will be from the loading dock on the east side of the building unless otherwise approved by the Committee. Merchants shall be responsible for delivery, setup, and removal of their own displays and materials including supplies and materials delivered by them to TRCC. Booth setup must be completed by 7:00 pm Thursday, March 21. Do not dismantle the booth display until after the official closing of the show on Saturday, March 23, at 5:00 pm. Merchants are asked not to exit through the Great Hall. All exhibits must be taken down and removed from the facility before 8:00 pm, March 23.

Kennewick Business License is required for all merchants participating in our show. We will obtain a temporary license covering all merchants who do not already have this Kennewick license for a fee of \$15 per merchant. All merchants must complete the Business License portion of the Application Form; applicants needing the temporary license must include the fee with the application. This is a Kennewick City license, not a state license.

Occupancy and use of merchant space are subject to the approval of the Committee and TRCC, who reserve the right to review and approve all merchant applications and booths. **There will be a limit of two 20' booth in the Great Hall, two 20' booths in the Lobby and three 20' booths in the North Gallery as available.** Exhibit space is to be open and staffed during all regular show hours. Sewing machine demos will not be allowed in the Great Hall.

Communication: This information and the Application Form are available on the Guild website at www.tcquilters.org. Communication will be handled by email. Please provide an email address that is monitored frequently and is set so that spam filters do not exclude our emails. Please confirm receipt of all emails received from us regarding the show. Check our website frequently for updates and information you may find helpful. Messages regarding the booth fees and setup will come from tcqshowvendor@gmail.com.

Website Links: If you provide your website URL, your business's website will be posted and a link created on our Quilt Show webpage. A reciprocal link on your website would be appreciated.

Your signature on the Application Form is confirmation that you have read and will abide by these Merchant Guidelines.

Contact the Merchant Committee by phone, postal mail, or email:

Tri City Quilters' Guild
P. O. Box 215
Richland, WA 99352

Attn: Ginny Coffman - 509-786-8953
Karen Brun – 509-392-1156
Email: tcqshowvendor@gmail.com

We look forward to working with you for a successful and prosperous show.