

Vendors Terms and Conditions

Ladies of the Lakes Quilters of Lakeland, FL. 2018 Jan. 26, 27

1. ACCEPTANCE POLICY-LOLQ reserves the right to determine Vendor selections. These selections will be made considering the product variety, requested booth size and application postmark date. No reminder notices will be sent.
2. BOOTH LOCATION-LOLQ will make every attempt to honor the first booth size selection indicated on the Vendor application. If, in its sole discretion, LOLQG deems it in the best interest of the show, LOLQG may assign Vendor alternate booth size.
3. DEPOSIT AND PAYMENT- A deposit of ½ the TOTAL FEE shall be paid at the time of your reservation. The remaining balance of the fee shall be paid no later than Dec. 31, 2017. Final payment reflects assigned booth size and options.
4. DEFALUT IN OCCUPANCY- In the event Vendor fails for any reason to check in with the Vendor Representative by 10AM on Thursday, Jan. 25,2018 LOLQG shall have the right without further notice to Vendor, to take possession of said space. Vendor agrees to all sums previously paid by Vendor shall be deemed to be liquidated damages from Vendors default.
5. PARKING-Unloading space is limited. Unloading will be directed by the LOLQG Vendor Coordinator or her delegate and their instructions must be adhered to. Loading areas will be closely monitored and unattended vehicles will not be permitted. Vendors are expected to unload/load within 20-30 minutes and move vehicle to designated parking area.
6. SET-UP-Vendor set-up will begin at 9AM, Thursday, Jan.25 and exhibits must be complete by 4:30PM. You must set-up and remain inside of the booth configuration on all 4 sides. If displays are too tall or wide you may be requested to modify your display. Vendor agrees to comply with LOLQG for booth modifications or merchandise location.
7. TAKEDOWN- Vendor shall NOT remove any portion of its display until the show officially closes. Takedown begins on Saturday, Jan.27 at 4PM.
8. HOURS OF OPERATION-Vendors must staff their booths at all times during show operation hours. Hours are Friday Jan.26 10AM-4PM and Saturday, Jan. 27, 10AM-4PM. Vendors are required to be in their booths 15 minutes prior to show opening each day. (If you are manning your booth by yourself, please let the

Vendor Coordinator know and she will make arrangements with you for a break or to help out.)

9. FOOD AND DRINK- NOTHING IS ALLOWED ON THE SHOW FLOOR! NOT EVEN A WATER BOTTLE, NO EXEPTIONS. There will be a concession area for everyone on the show floor. This is being provided by the church. **IF LOLQ IS FINED FOR VENDOR CONCESSION VIOLATIONS, VENDOR WILL BE RESPONSIBLE FOR ALL FINES INCURRED.**

10. PASSES PROVIDED- Passes will be provided for staffing needs and must be worn by staff members while on the show floor. Vendor is responsible for adequate staffing for booth. Additional passes will not be issued.

Single Vendor-2 passes

Double and more-4passes

11. REFUND POLICY- the booth fee is refundable provided written cancellation notice is received by LOLQ no later than Nov.15, 2017. The booth fee is non-refundable when cancellation (regardless of reason) is after that date.

IF you would like to do a 15 minute demonstration of one of your products, please let the Vendor Coordinator know and the LOLQG will provide a space for you that will not interfere with your booth.

BOOTH FEES: \$225.00 per 8 x 11 space for the show, not per day.

Please plan on providing your own tables and chairs. There are plenty of electrical outlets, but I would suggest each of you bring a heavy duty long extension cord.

I would like to do a 15 minute demonstration :__yes ___no

We would like each vendor to feature a "show special" of your choice. It can be fabric, pattern, kits, tools, etc. Just a little ploy to draw them into your booth.

VENDOR COORDINATOR- Jacqui Anderson 863-858-1630,

Ladies of the Lakes Quilters of Lakeland
website: www.ladiesofthelakes.org

Applications are available at the website. Make your check payable to Ladies of the Lakes Quilters and mail them to:

Jacqui Anderson
1330 Walt Williams Rd.

Lakeland, FL.33809
sewbizzy67@gmail.com

State the nature of your business_____

Your email_____

Please sign and date_____

***** each vendor is responsible for paying their own taxes*****