



February 16 & 17, 2018, 9 AM to 5 PM, Las Cruces Convention Center
680 University Ave Las Cruces NM

GENERAL GUIDELINES:

- **Show Setup: Set Up will be on Thursday, February 15th from 8:00 a.m. to 5:00 p.m.** Access to the ramps and exhibit hall will not be available prior to that time. Las Colcheras will provide each Vendor with an information packet upon arrival on Friday. The packet will include sales tax information, booth number, vendor wristbands, brochure, lunch menu and other pertinent information. All vendors must be setup and ready to do business by **9:00 a.m. on Friday, 16 February.**
- If you have a website, please include it on the attached contract as we will be posting a Vendor list with websites on the Las Colcheras website.
- One table and two chairs will be provided for each booth. Two tables for double booths.
- All tables used in the booth must be covered to the floor. No packing boxes are to be visible. Vendors to provide their own extension cords. Vertical displays cannot extend over 8' in height and no pins of any kind allowed in the drapes. Skirt hangers and "S" hooks will be available if you need them.
- Booth sizes are 8 feet by 10 feet. The Fire Marshall requires 9 foot aisles, so please insure your merchandise stays within the pole sightlines and does not extend into the aisles.
- All Vendors must have a banner/sign with the name of their business prominently displayed. Vendor wristbands must be worn during show times.
- Prices on general inventory on show days must remain the same on all two days.
- Las Colcheras will advertise the show in multiple venues, but Vendors are encouraged to also advertise the show through their own means.
- We are asking each Vendor to provide one item for a door prize with a minimum retail value of \$20.00. More is always appreciated.
- **TAXES:** Las Colcheras will provide each vendor with information from the New Mexico Taxation and Revenue Department and provide a list of vendors to the state within 10 days of the show.
- **CANCELLATION POLICY:** Refund of contract minus a 10% service charge will be returned if written notice is made prior to January 15, 2018. No refunds will be given after that date.
- Las Colcheras Quilt Guild and the Las Cruces Convention Center do not guarantee vendors against loss or damage of any kind.

SHOW HOURS:

- The show is open to the public Friday from 9:00 a.m. to 5:00 p.m. and Saturday from 9:00 a.m. to 5:00 p.m. Vendors may enter the show one hour prior to opening. **NOTE: Show setup will be on Thursday, February 15th, from 8:00 a.m. to 5:00 p.m.** Access to the ramps will **not** be available until then.

In closing, please remember that we are volunteers and we will work with you to resolve issues to the best of our abilities. Our goal is to serve you and provide a quality "quilting" event for our customers and all our vendors; it is a win-win for all of us to keep the standard high.

Questions? Email me at skkrmk09@comcast.net

The Las Colcheras Quilt Guild is a non profit 501(c)(3) organization