



BROWARD QUILT *Expo*

P.O. Box 460621
Fort Lauderdale, FL 33346-0621
www.browardquiltexpo.com

BQE 2017 Vendor/Merchant Mall:
Jean Jankovich
jeanjankovich@gmail.com
954-901-6250

BQE Merchant Agreement Page 1 of 2

Company Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone(s) _____

Email _____

Company Website _____

Florida Sales Tax # _____

Need help setting up for Florida Sales Tax? Yes No

About Your Booth *Please describe the quilt-related products or services you wish to display, be specific.*

Booth Space Each booth space is approximately 10' x 10', includes two (2) tables, two (2) chairs, and one (1) electrical outlet. The price per booth is \$400 with a limit of two (2) booths per merchant. Additional table for double booth is available at no charge if reserved in advance. Additional electrical outlets are available at \$65 each. *See page 2 for our early PAID IN FULL booth pricing!*

Payment Full payment or a 50% deposit must accompany this Agreement and be received by BQE no later than **November 1, 2016** to reserve your requested booth space(s). If you pay a deposit now, your final payment is due no later than **February 1, 2017**. No refunds will be given for cancellation after January 1, 2017 for any payments received. *The first Merchant that places their deposit, and informs us of the machine brand that they will be selling, will be the sole official representative of that brand and have the exclusive rights to sell that brand at the show.* Space is reserved on a first come, first served basis.

Remember, our limited number of spaces fill up quickly, so respond early. Enclose your check payable to **Broward Quilt Expo, Inc.** with this signed Agreement, include a color photo of your booth (don't forget to make a copy for your records) and send to: **Jean Jankovich**, Merchant Mall Committee, Broward Quilt Expo
P.O. Box 460621
Fort Lauderdale, FL 33346-0621

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For Office Use Only	Date Received: _____
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Items Requested	Unit Price	Quantity	Subtotal
One Booth	\$400.00		
Unit Booth price if PAID IN FULL by March 1, 2016	\$375.00		
Additional Table (two tables are included in Booth)	No Charge		
Additional Electrical Outlet (one outlet is included in Booth)	\$65.00		
Full payment or a 50% deposit is due with this Agreement by November 1, 2016, final payment is due by February 1, 2017.			Total

Exhibitor and BQE Rules and Responsibilities

The Exhibitor will:

1. Abide by all the rules and regulations of the War Memorial Auditorium.
2. Not deface, injure, mar or in any manner damage the premises. Will not drive or permit to be driven by any party acting by or through exhibitor, any nails, staples, hooks, tacks, screws, or such things into any part of the premises, including tape that would deface the walls, ceilings, floors, facilities and equipment contained within the premises.
3. Set-up booth on Wednesday, March 8, 2017, from 10:00 a.m. to 5:00 p.m. Take down booth immediately at the close of the show but not before 4:00 p.m. on Saturday, March 11, 2017. Vendor will be responsible for extra help. You must completely vacate the Auditorium by 6:30 p.m. or you will be liable for the extra expenses incurred.
4. Not have displays over the 8-ft. frame nor hang anything on the cloth backdrop but you may hang display from poles. Cloth backdrops defining your space must not be removed or altered in any way.
5. Furnish all extension cords (only three-wire grounded type cords allowed) necessary to plug into wall outlet for electrical use by merchant and provide ancillary lighting if needed.
6. Staff the booth at all times during the show.
7. Limit sales representatives to two (2) per booth space.
8. Not allow any excessive noise, such as loud speakers.
9. Not sublet spaces.
10. Not serve any beverages or food; nor smoke, eat, or drink in the booth or exhibit hall. Eating is permitted in the food court area only.
11. Not solicit business of any nature outside of booth.
12. Not advertise or announce a booth-wide sale nor mark down products or fabrics to undersell other vendors. Only one show special per booth is allowed. For example, "entire booth 50% off" is not allowed; "Bundle Special \$30—one yard cuts" is allowed.
13. Merchant will be responsible for collecting all state and local tax. The state sales tax rate is 6% as of 2016.
14. Assume responsibility for theft from the merchant's booth(s).
15. Indemnify and hold harmless Broward Quilt Expo, Inc., the War Memorial Auditorium, the City of Fort Lauderdale, and any other sponsors, their respective agents and employees from claims, demands, suits, etc. that might ensue whatsoever and further, to reimburse Broward Quilt Expo, Inc. for all reasonable incurred expenses, including legal fees expended for such claims.

Broward Quilt Expo, Inc. will:

1. Reserve the right to alter the position of the exhibitor if any unforeseen circumstances should arise and require the removal of the exhibit if deemed necessary. Only merchants displaying quilt-related merchandise will be allowed. Broward Quilt Expo, Inc. reserves the right to refuse display of merchandise determined to be non-quilt-related.
2. Assume no liability for loss or damage by any cause. Neither Broward Quilt Expo, Inc., nor any of its representatives, nor the owner of the show premises, can be responsible for any injury, loss or damage to the exhibitor of his property or employees, however caused.
3. Provide backdrops.
4. Include your company name, address, phone number, website URL in the official show book, and your business website link on www.browardquiltexpo.com.

I agree to the above terms of this Agreement:

Signature of exhibitor



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Ways to Increase Merchant Participation in BQE

Page 1 of 2

Donate to the Basket Walk Raffle

Greater exposure for your name and products increases your potential for sales and audience retention. Donating a basket of quilting goodies is another opportunity for show attendees to get to know you by browsing your donations (in a basket wrapped in clear plastic) and purchase tickets to place in a container in front of their choice(s) to possibly win and take it home. Drawings will be held on Saturday afternoon and the proceeds will go towards show expenses.

You may bring your baskets on set-up day, Wednesday, March 8, 2017 and we will collect them for the display area. Let us know if you need help packaging them.

Your investment:

Gift items in your basket are clearly marked with your company name as the donor.

Your return:

- Your flyers, brochures, catalogues, and posters are welcome on our Hospitality Table.
- More opportunities for exposure and good will for your brand and your company name.
- We will include your name on the "Donors" page in the show book.

Sponsor a Category

Your investment:

\$300 to sponsor the first, second, and third place prizes in a quilt entry category.

Your return:

- Your name on signage by the quilt display area along with space for a stack of your business cards.
- Your name on the "Sponsors" page in the show book and at the top of the list of quilts in your sponsored category in the show book.
- Link from BQE website to your business website.

Advertise in the Show Book

Your investment:

From a line on the Patrons' page to a full-page premium ad, there are a variety of ad spaces from which to choose. See page 2.

Your return:

- A more significant presence in the show book.
- Good will for supporting this popular quilting event.
- The ability to tell show visitors more about your products and services.

Make your check payable to **Broward Quilt Expo, Inc.**, mail it with the order form filled out on page 2 (retain a copy for your records) by **November 1, 2016** to:

Jean Jankovich
BQE 2017 Vendor/ Merchant Mall
Broward Quilt Expo, Inc.
P.O. Box 460621
Fort Lauderdale, FL 33346-0621

Thank you! We sincerely appreciate your support of this fine community event.



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BQE Merchant Participation Order Form Page 2 of 2

Company Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone(s) _____

Email _____

Company Website _____

I would like to donate to the Basket Walk Raffle:

- Basket** of quilting-related merchandise and/or services for the Basket Walk Raffle and bring it on set-up day, Wednesday, March 18, 2017. BQE will collect it for the display area.

Please give a description and quantity of your donation: _____

I would like to sponsor a quilt entry category at \$300 each. Quantity: _____ x \$300 = \$ _____

I would like to advertise in the official show book. *Your ad may be submitted to us electronically, as camera-ready art or if you need help in preparing your ad, let us know and we will contact you. The deadline for advertising submissions is February 1, 2017.* *Please contact me about advertising.*

- \$200 Full-page premium**, show book's stapled center, inside-front or inside-back covers (a total of only six premium spaces). Image area: 7" x 9"\$ _____
- \$175 Full-page**, image area: 7" x 9"\$ _____
- \$100 Horizontal half-page**, image area: 7" x 4.25"\$ _____
- \$100 Vertical half-page**, image area: 3.25" x 9"\$ _____
- \$75 Quarter-page**, image area: 3.25" x 4.25"\$ _____
- \$50 Business card**, image area: 3.5" x 2"\$ _____
- \$10 Per line on Patrons page**, approximately 75 characters or 12 to 16 words per line of text (no images, list your company's website or send a personal note). Write your words on a separate sheet of paper and attach to this form.

Quantity: _____ lines x \$10 per line = \$ _____

Total Due \$ _____