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Friends of Wisconsin Public Television Inc. stages an annual Quilt Expo to bring together quilting enthusiasts, educators and vendors to help them maximize their quilting efforts. This event was conceived as a way to deliver the expertise of Wisconsin Public Television, non-profit organizations, the quilting industry and related businesses to the public at large. It is also an important fundraiser for Friends of Wisconsin Public Television Inc. that generates funding for the Wisconsin Public Television program schedule.

Friends of Wisconsin Public Television Inc. staff and volunteers, along with Wisconsin Public Television staff are committed to making the Quilt Expo successful for vendors and attendees. Friends of Wisconsin Public Television relies heavily on the Quilt Expo Committee to establish and implement Quilt Expo policies and practices. To develop a shared set of expectations, we have developed the following terms and conditions for Quilt Expo participants.

TERMS AND CONDITIONS 2014



VENDORS 8/13

QUILT EXPO 2014

SEPTEMBER 4-6 | THURSDAY 9 A.M.-6 P.M./ FRIDAY 9 A.M.-6 P.M./ SATURDAY 9 A.M.-5 P.M.
EXHIBITION HALL AT THE ALLIANT ENERGY CENTER | MADISON, WISCONSIN

presented by Wisconsin Public Television and Nancy Zieman Productions

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Please save these terms and conditions for your records

Vendors are subject to all terms and conditions of the Quilt Expo.

- 1 Friends of Wisconsin Public Television Inc. has sole discretion over acceptance of exhibitors for the Quilt Expo. Vendor businesses and non-profit organizations will demonstrate the quality and relevance of exhibits to make the Quilt Expo successful.
- 2 Vendor space is limited and is offered "as available." Friends of Wisconsin Public Television Inc. will try to fulfill requests for space, but retains sole discretion over the assignment of all vendor booth spaces.
- 3 Upon timely confirmation of renewed participation current vendors will generally be offered "right of first refusal" to maintain their space for next year's Quilt Expo. However, Friends of Wisconsin Public Television Inc. retains sole discretion over the assignment of all vendor booth space.
- 4 Vendor contracts are renewable annually and are in effect upon issuance of confirmation letter and receipt for fees.
- 5
 - a) Businesses and organizations may apply for vendor space at the Quilt Expo by submitting a completed event registration packet together with the appropriate payment. Friends of Wisconsin Public Television Inc. in conjunction with the Quilt Expo Committee are authorized to determine the eligibility of applicants.
 - b) Event vendors are limited to those which provide, as a normal part of their business, products and services related to quilting, sewing and/or embroidery products or that in the opinion of Friends of Wisconsin Public Television Inc. are related to the Quilt Expo. Applicant vendors must specifically define products and services to be exhibited on the registration form.
 - c) To be eligible for participation, all vendors must be free of outstanding debts to Friends of Wisconsin Public Television Inc. for any previous Quilt Expo.
- 6
 - a) Booth fees are outlined on the registration form.
 - b) Service order charges: Vendors must make requests for additional service orders (electricity, tables, chairs etc) directly to the Alliant Energy Center. Separate, additional charges for service orders are set by and handled by the Alliant Energy Center.
 - c) Payment for space: Vendors will be allowed to set up for the event **only** if the final booth payment has been received by Friends of Wisconsin Public Television Inc. If payment is not received, the vendor forfeits the space. This space may be re-assigned or used by Friends of Wisconsin Public Television Inc. In all cases, the vendor shall remain liable for any unpaid fees to Friends of Wisconsin Public Television Inc.

Eligibility

Vendor charges

over

Booth assignment

- 7 a) The event registration form will include an opportunity for business/for-profit vendors to express preference for booth configuration. However, Friends of Wisconsin Public Television Inc. retains sole discretion over the assignment of all vendor booth space. Friends of Wisconsin Public Television Inc. will make every effort to honor vendors' booth preference but cannot guarantee requested spaces or configurations. Because non-profit vendors receive discounted registration fees, all non-profit vendors will be placed in the front lobby.
- b) Friends of Wisconsin Public Television Inc. reserves the right to limit the amount of space for any vendor.

Vendor and booth display requirements

- 8 a) Building rules and municipal ordinances: Vendors agree to obey all the rules of the Alliant Energy Center which are in effect at the time of the event, and to abide by all city and county rules and regulations to which the event is subject.
- b) Vendor exhibits must remain within the 10 feet by 10 feet by 8 feet high configuration or multiples thereof depending on confirmed reservation. No extension into aisles is permitted. Booths located by the wall must have a one foot space between the wall and booth curtain. Displays cannot be pushed against the walls, nor can boxes or other materials be stored in the space.
- c) Vendors may distribute materials regarding their products only from inside their booths unless permission has been granted **in advance** of the Quilt Expo to distribute materials elsewhere.
- d) Friends of Wisconsin Public Television Inc. reserve the right to control the use and volume of any sound device or instrument.
- e) Vendors, their employees, subleasees, agents or assigns may not engage in any conduct, physical or otherwise, that might damage or be detrimental in any way to the Quilt Expo, or Friends of Wisconsin Public Television Inc.
- f) All vendors may decorate booths as desired except that Friends of Wisconsin Public Television Inc. reserves the right to have changed or removed any installation deemed to be detrimental to the best interest of the Quilt Expo. Changes requested may include but are not limited to requiring additional screening/curtaining to be added at the vendors' expense. Vendors shall make every effort to decorate booths in a tasteful and aesthetically pleasing manner as determined by the Quilt Expo Committee.
- g) All booth displays must remain completely set up until the previously published closing time of the event.

Any vendor in violation of these guidelines will receive a verbal warning from Friends of Wisconsin Public Television Inc. Should the vendor not comply with the guidelines after the first warning, a second verbal warning will be issued. Continued violation after a second verbal warning will result in suspension from participation in the next Quilt Expo. If, in judgement of Friends of Wisconsin Public Television Inc. the violation is judged to be severe, in addition to the penalties noted above, the vendor will be expelled from the event in progress without refund.

Cancellations

- 9 Exhibitors who give written request for refunds for booth cancellation will be issued a partial refund until the date listed on the Quilt Expo registration.

Failure to occupy space

- 10 Any space not occupied or any booth not completely set up one hour before the event begins will be forfeited by the vendor and this space may be re-assigned or used by the Quilt Expo as it sees fit, without refund, unless arrangements for delayed occupancy have been made in advance by Friends of Wisconsin Public Television Inc.

Additional rules/penalties

- 11 Animals are not permitted in the Exhibition Hall or in vendors' booth space. Service dogs are the only animals permitted and must be leashed and clearly identified as service dogs.
- 12 a) In addition to the rules and penalties listed elsewhere in these policies, Friends of Wisconsin Public Television Inc. may establish additional rules and penalties as shall be deemed necessary for the Quilt Expo. Penalties established may include suspension from participation in future events.
- b) By completing and submitting registration materials and payment vendors agree to these terms and conditions.