

**2017 Ringgold Quilt Expo
Vendor Registration**

- Sponsors:** Ringgold Downtown Development Authority
It's Sew Time
Janome Sewing Machine
- Location:** Historic Ringgold Depot
150 Depot Street
Ringgold, Georgia 30736
- Setup:** Setup will begin Wednesday, August 23, 2017.
You will be contact to confirm your setup time.
- Expo:** Thursday, Friday and Saturday, August 24-26, 2017
- Takedown:** Take down will begin Saturday at 5:00 p.m.
Take down must be completed by 8:00 p.m.
- Booths:** 10' wide x 8' deep with one six foot table and two chairs - \$100
You can reserve one extra booth space for an additional \$100
(You cannot reserve more than one extra booth space.) Deadline
Vendor registration is August 11, 2017.

Space is limited!

***Early Bird Special – Reserve your booth by July 15,
and pay a discounted rate of \$75.00.***

****Early bird special applies to the rental of one booth only
if renting two booths.***

Note: Vendors are responsible for all additional setup items such as shelving, hangers, power strips, surge protectors, extension cords, etc. ***Please ensure that any additional setup items have felt pads or will be on a small rug to protect the Depot floor.***

- Payment:** Payment is due with Vendor Agreement submission

IMPORTANT ADDITIONAL INFORMATION

Insurance and liability is the full and sole responsible of the vendor. The vendor indemnifies and agrees to hold harmless the City of Ringgold Quilt Expo and the Historic Ringgold Depot and their officers, directors and employees, from and against any actions, losses, costs, damages claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to the vendor, his/her agents, representatives and employees by reason of the vendor's occupancy of or the use the faculty.

- This Agreement is not transferrable.
- Booth sharing or –subletting is prohibited
- Load out instructions will be issued prior to the completion of the Ringgold Quilt Expo

Vendor Registration for Ringgold 2017 Quilt Expo

Vendor Signature

Date Signed

Email Address

Phone Number

Number of booths _____

Cost of booth is \$100, no more than two booths per vendor

Early bird special applies to the first booth rental only

Total Booth Rental Due \$ _____

Checks should be made payable to the City of Ringgold

Payment should accompany Vendor Agreement

Please mail to:

**City of Ringgold
Ringgold Quilt Expo Vendor Registration
150 Tennessee Street
Ringgold, Georgia 30736**