



YELLOWSTONE QUILT FEST 2022

Vendor Information

What:

This year the show will be on Friday and Saturday only. The show will be at a new, huge and air-conditioned venue in Cody WY. AND, it is in July, not September.

Where:

Riley Arena and Community Events Center
1400 Heart Mountain St, Cody, WY

When:

Set-up: Thursday, July 28th, 8:30am to 4:00pm
Show: Friday, July 29th, 9:00am to 5:00pm
Saturday, July 30th, 9:00am to 4:00pm
Take down: Saturday at 5:00pm
There will not be a Thursday night Reception this year.

Vendor Space / Fees:

 Early RSVP is requested.

Three (3) sizes of booth space are offered this year.

10 x 10 \$150. 10 x 20 \$200. 10 x 30 \$250.

Tables and chairs can be provided. Pipes and Drapes will be provided on three (3) sides.

Electric outlets are available. You must bring your own extension cord(s).

Vendors are asked to remain open for the duration of the show. Relief help will be available for personal needs.

Food / Break Room: The Arena will have a “food concessions” opened to all. YQF will provide vouchers to the vendors to purchase food. A Break-room will be available to get off the main floor for a spell.

Vendor Registration:

RESERVATION information is requested on or before May 10th. This can be done by snail mail, phone or email to: Marybeth Richardson, 685 Ave E, Powell WY 82435. 307-754-5399 or marybethrch2017@gmail.com with YQF on the subject line.

REGISTRATION AND PAYMENT is due on or before June 1st, and should be sent to the above address. Checks to be made to: YQF or Yellowstone Quilt Fest.

CANCELLATIONS must be received by YQF by June 30th to receive a refund of booth fees. If we are notified after June 30th and we can fill the space, you will receive a refund.

Set-up and take down: Please see **WHEN** for this information

Show contact person: Marybeth Richardson, 685 Ave E, Powell, WY 82435
307-754-5399 marybethrch2017@gmail.com



YELLOWSTONE QUILT FEST 2022 Vendor Registration

Business Name: _____

Contact person(s): _____

Mail Address: _____

Best phone number: _____

Best Email: _____

General information about the vendor space:

Spaces are 10x10 10x20 10x30 Pipe and drapes provided on 3 sides.

Electric outlets are available. You must provide extension cords.

Set-up will be 9:00 to 5:30 on Thursday.

Break down the booth can start at 4:00 but can't be removed until after 5:00

Spaces are in the perimeter of the Arena.

Size of space requested: [] 10x10 \$150 [] 10x20 \$200 [] 10x30 \$250

How many do you need? 8' table(s) ? _____ Chairs? _____

Do you need an electrical outlet? [] Yes [] No

Do you have other needs or special requests? _____

Are you registered with the State of Wyoming Department of Revenue for collection and reporting sales tax? [] Yes [] No. If you are not, the appropriate paperwork will be sent to you by the Department of Revenue of the State of Wyoming.

The Arena will have food available for lunches /snacks. Each vendor will be provided a voucher for your meal. Do you have any food restrictions? _____

As a Vendor at Yellowstone Quilt Fest 2014, I take full responsibility for my booth space during the set-up, quilt show and take down. I will not hold the Yellowstone Quilt Fest Committee, Paintbrush Piecers Quilt Guild, Park Co Arena Board, sponsors or any other entities responsible for loss, damage or injury that may incur during the Yellowstone Quilt Fest 2022. I understand that my merchandise will be in a locked building with no extra security or insurance provided for the duration of the Show process.

Vendor Representative Signature: _____ Date: _____

Amount enclosed: \$ _____ Please make checks payable to Yellowstone Quilt Fest or YQF

VENDOR REGISTRATION / PAYMENT FORM IS DUE BY JUNE 1, 2022

Mail this FORM with full payment to YQF c/o Marybeth Richardson, 685 Ave E, Powell WY 82435
If you need any information please contact Marybeth @ 307-754-5399.

OFFICE USE ONLY: Payment of \$ _____ received on _____