



Edmonton & District Quilters' Guild  
2025 Festival of Quilts  
Honor the Past, Embrace the Future  
Quilt Show – June 6 & 7, 2025

**VENDOR AGREEMENT**

**PART 1: GENERAL INFORMATION**

Location:

Saville Community Sports Centre (Curling Rink Building)  
11610 – 65 Aveune  
Edmonton, AB

Festival of Quilts Hours of Operation:

June 6, 2025	10:00 am – 6:00 pm
June 7, 2025	10:00 am – 4:00 pm

Admission:

\$15.00/person (6 & under free) Cash only

Vendor Setup:

Thursday, June 5, 2025 Time **assigned** for move in AFTER 2PM.  
All personnel must be out of the building  
by 10PM

There are 2 access doors, depending on your booth location, as well as the type of equipment you will be moving in; your door and time for arrival will be assigned. Vendor applications include an area for you to note any special requirements you may have. Requested move in time slots will be taken into consideration. Time slots are first come, first serve based on date of completed application and payment received. Vendors will not be given access prior to your assigned move in time, so please don't arrive asking for entry. To ensure smooth move in for all vendors, adherence to move in times is appreciated. Booths should be set up by 10:00 pm, as per our agreement with the Saville Centre the facility will be locked at that time. Finishing touches can be made Friday morning after 8:00 am. Please have patience with the quilt show volunteers and other vendors. It is a busy time. Your patience and cooperation during the set-up process would be appreciated. **Please note, there is NO overnight parking on site.**

Vendor Access:

Thursday, June 5th – assigned times starting at 2:00pm  
Friday, June 6th at 8:00 am  
Saturday, June 7th at 9:00 am

Take Down Hours:

Saturday, June 7, 2025 – 4:00 – 9:00 pm

Please keep in mind that all vendors will be doing take down at the same time as all of the other exhibitors. This was completed last show in approximately 2 hours. Take-down can be a trying experience, however, with a little patience and courtesy, it will go smoothly for everyone. Booth “pack-up” must not begin until after the show has officially closed at 4:00 p.m. Exhibitors who choose to pack up early may be prohibited from participating in future events. Please load-out from your assigned door.

## **PART 2: AUTHORITY**

The 2025 Festival of Quilts Chair, or their designate(s), is charged with complete responsibility and full authority to enforce all the provisions of these terms and conditions for the benefit and safety of all concerned. Any exception or deviation from these regulations may be made only with the 2025 Festival of Quilts Chair authorization.

No consent to any variation in any term or condition of this agreement/contract shall be valid unless it is made in writing and agreed to by both parties.

Any notice by either party to the other shall be in writing and shall be deemed duly given, if delivered personally, by electronic mail with a confirmation of receipt requested, or by registered mail addressed to the Chair, or to the Vendor at the address given in the rental application.

## **PART 3: BOOTH SPACE**

### **3.1 Booth Location:**

The Quilt Show & Vendor Chair reserves the right to allocate booth locations. Assignments will be made based on several factors including but not limited to: date of receipt of the signed contract and payment in full. A basic map of booth locations is included with the vendor application and is for information only. Vendors may request a location; however, the Quilts Show Chair and Vendor Chair will assign locations. As we are offering 3 sizes of booths, we reserve the right to adjust booth sizes based on applications received. For example, if we have allocated more 10X20 booths than we sell, and have more requests for 10X15, we may adjust booth sizes based on these requests. This decision will be made based on the numbers and sizes of booths sold.

### **3.2 Booth size/contents/use conditions**

Vendors will be offered a booth piped with 8’ high draped backdrop on the back and sides. This full draping will provide complete separation between exhibitors. Booth draping is for aesthetics. When setting up displays, please note that nothing is to be taped to walls, and there is no subletting of booths. Booths are draped based on the size of booth (10X10, 10X15, 10X20). Vendors are not permitted to use pins on the drape. Vendors must bring S hooks and cord, chain or fishing line if they wish to hang items for display. Each 10 X 10 booth includes 2 tables and 1 chair, 10 X 15 includes 3 tables and 1 chair, 10 X 20 includes 4 tables and 1 chair. Table measure 2 ½ foot X 8 foot. Chairs are folding chairs. Additional tables and chairs will be available at an extra cost of \$28 per table and \$4 per folding chair and must be requested at time of booking your booth.

### **3.3 Additional Furnishings or Services:**

Carpeting and additional furnishings are not included with the booth fee. Vendors may bring their own booth furniture but furniture and products or items of any kind must not protrude into the aisle beyond their booth.

### 3.4 Electrical Supply and Internet

We have limited wattage available to us in this facility during the 2025 Festival of Quilts Show and we ask that you bring 1 or 2 power bars and extension cords for power distribution within your booth. Please limit your power consumption as much as possible.

There will be available password protected access to WIFI for the show. Vendors will be contacted prior to the show to verify interest in receiving this service.

### 3.5 City of Edmonton Business Licence Requirements:

As this is a City of Edmonton facility, each vendor must obtain a City of Edmonton Temporary Business Licence. Effective January 15, 2024 the fee for the Travelling Temporary Sales Licence is \$61.00. The following links provide you with information regarding Edmonton Business Licencing as well as a link to apply online for your permit. According the Business License Bylaw Part II, 4 (3) "A person must hold a valid licence in accordance with subsection 5(1) for all Premises or locations where the person is conducting Business". It is the vendors responsibility to ensure you have the proper permit(s).

Information regarding Business Licenses and permits:

[https://www.edmonton.ca/business\\_economy/business-licensing](https://www.edmonton.ca/business_economy/business-licensing)

Link to Apply for a permit:

[https://www.edmonton.ca/business\\_economy/licences\\_permits/apply-for-a-business-licence](https://www.edmonton.ca/business_economy/licences_permits/apply-for-a-business-licence)

For Businesses based outside of Edmonton refer to and apply to permits to do business within the City of Edmonton (select out of town):

[https://selfserve.edmonton.ca/Default.aspx?PossePresentation=BusinessLicenceWizard&PosseObjectDef=s\\_users](https://selfserve.edmonton.ca/Default.aspx?PossePresentation=BusinessLicenceWizard&PosseObjectDef=s_users)

### 3.6 Rental Rates/Payment Requirements:

The rates for booths at the EDQG 2025 Festival of Quilts are as follows:

10 X 10	\$500
10 X 15	\$750
10 X 20	\$1000

Payment can be made by cheque, credit card or e-transfer. More information about e-transfers will be included in your confirmation email once your application is submitted. An "early bird" discount of \$50 will be applied for full payment made prior to February 1, 2025. A \$200 deposit can be made to hold your spot. If final booth payment is received after February 1 the full booth rental fee will be due. Full payment of booth rental is due by April 4, 2025.

### 3.7 Cancellation Policy

Requests to cancel booths must be received in writing (e-mail). Until January 31st, 2025, a full refund of rental fees will be given. As of February 1<sup>st</sup>, 2025, vendors who cancel their rental booth space will forfeit their full payment. IF the space can be rented to another vendor for the event, the Vendor who cancels will receive a refund of their paid rental fee LESS \$100.00 administration fee.

### 3.8 Force Majeure

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstances beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, government health orders, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstances make it illegal or impossible for the EDQG to hold Festival of Quilts at the Saville Community Sports Centre.

### 3.9 Set Up/Tear Down

Please refer to Hours of Operation in Part 1 above. Neither vendors nor merchandise may enter the building or the area near the building outside of these hours on setup day unless expressly permitted by the Chair or their designate.

No display may be dismantled before 4:00 on Saturday, June 7, 2025. All merchandise and material must be removed from the building by 9:00 pm on June 7, 2025. Access to the loading zones will start at 4:15 PM. Please be mindful and respectful of fellow vendors for load out.

The Vendor shall, on the expiration of this lease agreement, surrender the premises to the lessor in the same state and condition in which it was leased, clean and free of signs, displays and debris.

### 3.10 Use of Exhibit Space:

All demonstrations and sales activities must be confined to the limits of the assigned booth space. No vendor shall assign sublet or apportion the whole or any part of the space allocated to them without the prior knowledge and written consent of the Quilts Show Chair or their designate.

### 3.11 Vendor Courtesy:

If the operation of any equipment or apparatus is found to be annoying to neighboring vendors or guests, it will be necessary to discontinue such operations. Sound and visual aids must be operated in a manner that does not inconvenience other vendors. The Quilts Show Chair reserves the right to prohibit the use of any equipment that contravenes these regulations.

## **PART 4: LIABILITY, PROTECTION and INSURANCE**

### 4.1 Insurance

VENDORS MUST PROVIDE THEIR OWN INSURANCE COVERAGE, including liability insurance. This insurance coverage should cover commercial general liability insurance.

The EDQG (Edmonton & District Quilters' Guild) will not be responsible for loss and/or damage to any exhibits, merchandise, personnel or other properties while such are on the Saville Community Centre property. Vendors shall assume full responsibility for any and all damage caused by their representatives and agree to indemnify and save harmless the EDQG, the Saville Community Centre and their personnel from any and all claims for such loss, damage, injury, no matter how caused.

#### 4.2 Protection of Vendor Property:

The Saville Community Centre will not be responsible for the safety of exhibits or merchandise against robbery, damage by fire, accident or other cause. In all cases, VENDORS MUST PROVIDE THEIR OWN INSURANCE COVERAGE. The exhibit space is secured after closing each day. Security of your booth during display hours is the vendor's responsibility.

#### 4.3 Protection of Building, Property and Display Features

Vendors will be held responsible for any and all damage done or caused to be done to the building, its property and/or display features, by them, their agents or their employees. No nails, tacks, screws, glue, tape or other fasteners shall be driven into the walls or floors space. No tape or pins may be attached to the drapes.

### **PART 5: ADVERTISING, DEADLINE**

#### 5.1 Advertising

We will be advertising all vendors on our Facebook page with a hyperlink to your website. We ask that you put up Honor the Past, Embrace the Future Quilt Show posters and list our show on your web-page and/or Facebook page.

We are asking each vendor to provide a door prize for our show. These door prizes will be given to attendees of the show throughout the time of the quilt show. This is a great opportunity to have your business name out there again and recognized at our show! The Vendor coordinator will collect door prizes prior to the show opening.

#### 5.2 Deadline for Applications

Applications are available online on the EDQG webpage.

<https://www.cognitofrms.com/EDQG1/2025EDQGFestivalOfQuiltsVendorApplicationForm>

Applications will be handled on a first-come first-served basis. Payment can be made at the time you submit your Vendor Application. Payment can also be made by e-transfer or credit card. These details will be provided in your confirmation email. Booth location assignments will be made after application and payment is received.

If you prefer, you can mail your completed application form along with payment to:

EDQG Festival of Quilts  
P.O. Box 68004  
RPO Bonnie Doon Shopping Centre  
Edmonton, AB T6C 4N6

The cancellation deadline is JANUARY 31st, 2025 for full refund. See section 3.7 above for details of the cancellation policy.

(Please print this document for your records.)