



2018 Vendor Registration

- Location:** Historic Ringgold Depot
155 Depot Street
Ringgold, Georgia 30736
- Show:** Thursday, Friday, and Saturday, August 16-18, 2018.
- Setup:** Setup will begin Wednesday, August 15, 2018.
You will be contacted to confirm your setup time.
- Takedown:** Takedown will begin Saturday at 4:00 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

Space is limited!

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 Show 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 and/or subletting is prohibited
- End of show booth take down and exit Sat. after 4pm only

Vendor Registration for Ringgold Quilt Show 2018

Vendor Name

Vendor Signature

Date Signed

Email Address

Phone Number

Number of booths _____

Total Booth Rental Due\$ _____ (**\$100. X each booth**)

**Checks should be made payable to the City of Ringgold.
Payment should accompany Vendor Agreement.**

Please mail to:

**It's Sew Time
Ringgold Quilt Show Vendor Registration
7847 Nashville St.
Ringgold, Georgia 30736**