



Vendor Handbook

Addendum to Vendor Contract

Show Date: April 26 – 29, 2023

Location: Schroeder Expo & Carroll Convention Center
415 Park Street
Paducah, KY 42001
(270) 408-1346

Dome Pavilion
619 N 6th Street
Paducah, KY 42001

Setup Hours: See specific information for each building location:

- **Schroeder Expo Center –**
 - **Check In:**
 - **Where?** Convention Center Atrium
 - **When?** Tuesday, April 25, 2023, 8:00 a.m. – 6:00 p.m.
 - **Why?** Pick up Name Badges, Vendor Packet, ask questions, etc.
 - **Please Note:** If a vendor on the Expo floor wishes to unload on Monday, please note that vendors on the First and Second Floors of the Convention Center have priority to unload using the overhead doors that day.
- **Carroll Convention Center 2nd Floor –**
 - **Check In:**
 - **Where?** Atrium
 - **When?** Monday, April 24, 2023, 12:00 p.m. – 6:00 p.m.
AND Tuesday, April 25, 2023, 8:00 a.m. – 4:00 p.m.
 - **Why?** Pick up Name Badges, Vendor Packet, ask questions, etc.
 - **Please Note:** Unloading for Convention Center vendors will only be allowed through the loading dock area. Any unloading through the front and side glass doors will not be allowed. The last vehicle will be allowed in the loading dock at 5 p.m.
- **Pavilion Dome –**
 - **Check In:**
 - **Where?** Pavilion near air-lock doors
 - **When?** Monday, April 24, 2023, 12:00 p.m. – 6:00 p.m.
AND Tuesday, April 25, 2023, 8:00 a.m. – 6:00 p.m.
 - **Why?** Pick up Name Badges, Vendor Packet, ask questions, etc.
 - **Please Note:** Marshaling location is along Campbell Street. You may enter Campbell Street several different ways, but may find it easiest to enter from North 8th Street. The last vehicle will be allowed in the loading dock at 5 p.m.

Show Hours: Tuesday, April 25, 7:00 p.m. – 9:00 p.m. (Sneak Preview, Expo & Convention Center Only)
Wednesday – Friday, April 26 - 28, 9:00 a.m. – 6:00 p.m.
Saturday, April 29, 9:00 a.m. – 4:00 p.m.

How to Use This Handbook: This Handbook includes information for vendors at the 2023 AQS QuiltWeek® - Paducah Show. The topics are listed alphabetically for easy reference. **This Handbook is an addendum to your Vendor Contract.** Please keep it handy for looking up telephone numbers, website addresses, and dates for ordering services and equipment. If you have any questions, please contact Kathy Buri at 270-898-7903 ext. 157 or kathy.buri@americanquilter.com.

IMPORTANT WEBSITES:

- [Paducah Vendor Information Page](#)
- [Schroeder Expo & Carroll Convention Center](#)
- [Paducah Visitor Information](#)
- [Lodging Information](#)

DEADLINE CHECKLIST:

- **January 26, 2023:** Early Bird Rate Contract and Balance Due Date
- **February 23, 2023:** Final Contract and Balance Due at Regular Rate
- **TBD:** Reservation for Ads in Show Book Due Date
- **TBD:** Show Book Artwork Due Date
- **March 30, 2023:** Name Badge Orders Due Date
- **TBD:** Decorator Advance Orders and Payment Due Date (Exhibitor Kit includes Electric/Telephone/Internet forms)

ADS FOR SHOW BOOK: The American Quilter's Society Show Book is the handbook for AQS QuiltWeek attendees, listing all special events, classes, lectures, tours, and contestants as well as the layout of the Merchant Mall. All attendees to the show will receive a free Show Book, in full color, with their paid admission. Quilters come from far and wide to participate in the AQS QuiltWeek show. The best way to lead quilters to you is by placing a clever, creative advertisement in the Show Book. Give quilters a reason to come to you: give your booth number, offer special discounts, have a drawing, list your merchandise, and demonstrate your products. Let them know how to locate you and your products during the event, and include contact information for after the show. Quilters will also take the Show Book home with them as a reference, and it is certain that the enthusiasm you express in your booth will go home with them. The Show Book ad order form, along with pricing, can be accessed on the Paducah 2023 Vendor Information page, or by contacting Tamara Hanes at tamara.hanes@americanquilter.com or at (270) 898-7903 ext. 214.

2023 DISCOUNT PACKAGE: Participate in all AQS QuiltWeek shows in 2023 and receive:

- 3% off your total booth fees for the year
- Additional 5% off your total booth fees if paid by the Early Bird Deadline

How does it work?

- Register and pay the 10% deposit on each show by **September 29, 2022**. (Returning vendors will still want to take advantage of Advance Registration by signing up before August 15th to be eligible for their 2022 booth spaces.)
- Participate in the FREE "I Am AQS" program at all shows.

This offer cannot be combined with any show sponsorship agreements. Please contact Tamara Hanes at tamara.hanes@americanquilter.com or (270) 898-7903 ext. 214 for sponsorship details.

BOOTH FEE REGISTRATION/PAYMENT OPTIONS:

- A 10% non-transferable and nonrefundable deposit of total booth space must accompany booth request. Online requests will require a credit card payment for the 10% deposit. There is a 4% credit card processing fee (e.g. \$4.80 on the \$120 deposit for a single booth).
- Vendors may choose to mail in a paper application with payment by check; however there will be a \$5 processing fee for any paper applications and space will not be assigned until the check has cleared.
- Vendors save 5% on the total booth fee when paying their balance in full by the Early Bird Discount date of **January 26, 2023**.
- Credit card transactions will incur a 4% processing fee, which is automatically applied upon submission. Check payments do not include a processing fee. The final booth fee balance is due by **February 23, 2023**. Any balances paid after this date will incur a 5% late fee.
 - Registrations initiated after this date will be subject to the late fee after 30 days. If the registration occurs later than 30 days before the show date, the full balance will be due at registration.
- Any balances remaining after **April 12, 2023** (14 days before the first show day) must be paid by credit card and a 4% credit card processing fee will apply.

BOOTH NUMBERS: Booth numbers will be confirmed approximately two months prior to the show, when the vendor contract and full payment have been received by AQS. Your booth number is required to order equipment and utilities.

The floor plan of the Schroeder Expo & Carroll Convention Center can be accessed on the Paducah Vendor Information page under Floor Plans and Maps.

BOOTH TAKE-DOWN: Vendor must have the booth open during all stated show hours, and especially until 4:00 pm on Saturday, and the booth shall be tended by the vendor at all times during the show hours. Booths may not be packed or taken down until the show closes. This term is non-negotiable and cannot be modified. After one initial warning for

not following this requirement, the vendor will be fined \$100. When the vendor is fined three (3) times, or any time a fine is not paid, the vendor will no longer be allowed to vend at AQS QuiltWeek events.

CHANGE OF ADDRESS: Please remember to notify us of any changes to your mailing or email address. It is the vendor's responsibility to provide AQS with a proper email address to assure speedy delivery of contracts and notifications.

DECORATOR SERVICES: The show decorator is Art Craft Display. They will take care of orders for carpet, extra tables, storage, and more. www.artcraftdisplay.com

Exhibitor Kit information will be posted in the vendor information tab when available.

Each booth includes one 8' x 24" skirted table and two chairs per 10'x10' space, along with a booth sign and a wastebasket. **If you prefer a 6' x 24" table in exchange for the 8' table, you must request it from the decorator in advance; any changes in table size at the show will incur a charge.** All booths have 8' tall drapes on sides and back and 10' rods. Drapes may NOT be removed from in between the booths. All drapes are the same color. The aisle drape may be removed in corner booths. **You may use additional rods and drapes to hang quilts on your side and back walls. Booth height is limited to 8 ft. from the floor; this includes signage.** Sponsors may request a height not to exceed 12' from the floor by submitting a request in writing to AQS.

ELECTRICITY, TELEPHONE, INTERNET: Electricity, telephone, and internet service order forms will be provided along with the Exhibitor Kit.

For vendors in the Pavilion, there will be no hardwired Internet service; only WiFi will be available in the Pavilion.

Lighting can make your product shine and will draw attention to your booth. You are responsible for providing any lighting, cords, or other electrical equipment. Lights cannot be attached to the poles provided by the decorator. All extension cords must be grounded (3-prong) and taped to the floor (per fire marshal regulations).

EXIT DOORS AND BOOTH SPACE: Every precaution MUST be taken to keep exits free and clear for emergencies. **All materials and booth staff must remain within the confines of the poles of your booth space. This includes booth materials, seating, racks, people working cash registers, or anything else.** We will be visited by the fire marshal periodically before and during the show. After one initial warning for not following this requirement, the vendor will be fined \$100. When the vendor is fined three (3) times, or any time a fine is not paid, vendor will no longer be allowed to vend at AQS QuiltWeek events.

LODGING: [Click here](#) for link to lodging information.

LOST & FOUND: Articles found in the Expo and Convention Center should be turned in at the Information Center located in the Expo hallway. Articles found in the Pavilion should

be turned in at the Admission Desk in the front of the Pavilion.

MARSHALING INFORMATION: Detailed information about marshaling and parking will be provided in the last-minute details email. For those vendors needing a dock space/ramp, vehicles will be sent to the loading dock on a first-come basis as space allows for the size of the vehicle. Sponsors have priority access to dock space as it becomes available. **Last vehicle to the dock each day of load-in is 5:00 p.m.**

MERCHANT MALL HOURS: Tuesday, 7 p.m. – 9 p.m. (Sneak Preview – Expo & Convention Center only), Wednesday through Friday, 9:00 a.m. – 6:00 p.m., and Saturday 9:00 a.m. – 4:00 p.m.

MOTOR HOMES: For information about RV parks and campgrounds, [click here](#).

MOVE-IN AND LOAD-OUT PROCEDURES: Art Craft Display has the responsibility of receiving and handling all exhibit materials and empty crates. It is Art Craft Display's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Art Craft Display will have complete control of the loading dock at all times.

Vendors may hand-carry their own materials into the exhibit facility using their own wheeled dollies and carts or flat trucks provided by AQS. However, the rental of other dollies or flat trucks or the use of pallet jacks and other mechanical equipment is not permitted, unless done so through Art Craft Display.

Vehicles must not be left unattended at the loading areas. Any unattended vehicle will be towed at the owner's expense. Additional information on parking will be provided in a separate email closer to the show date.

Student helpers working for tips will be available to assist with load-in on Monday, April 24 and Tuesday, April 25 and load-out on Saturday, April 29. Contact Kathy Buri at kathy.buri@americanquilter.com to request help.

Help is scheduled in advance and also provided on a first-come basis at the show. The price for this service is \$35 per hour, payable to the student group at the show. If you require alternative help in loading or unloading, please contact the decorator for rates and to schedule help.

NAME BADGES: Please check in with Kathy Buri at the Vendor Check-In booth upon arrival at the loading dock to receive your vendor packet and name badges. Expo & Convention Center vendors pick up in atrium; Pavilion vendors pick up at air lock doors. Badges must be worn at all times, **including during setup**.

Please remember to enter your name badge information online or notify Kathy Buri, kathy.buri@americanquilter.com, by **March 30, 2023**. There will be a charge of \$10.00 for each badge printed at the show; no exceptions. For your convenience, a Name Badge Request [Order Form](#) is available to make requesting your name badges easy.

If changes need to be made to any badge at the show, submit them in writing to Kathy Buri at Vendor Check-In during load-in or at the AQS Information Center after show opening.

PARKING: Parking information will be provided in the last-minute details email.

PRICING: Vendors may offer (1) show special item at a reduced price, using a professionally printed sign. Handwritten signs cannot be displayed in the booth(s). In fairness to all vendors, the entire booth may not be discounted below the manufacturer's suggested retail price (MSRP).

Cardboard or other types of shipping containers must be hidden from view during show hours within your booth space. Merchandise cannot be sold from these containers. Contact the decorator for storage of product or empty boxes or other containers.

PUBLIC HEALTH: In order to provide a safe and clean environment for those attending and participating in AQS QuiltWeek, vendor agrees to comply with any and all local guidelines relating to public health, sanitizing, and/or social distancing. Vendors will be responsible for implementing these requirements, including providing any and all necessary materials (e.g. masks, plexiglass, sanitizers, etc.) within the confines of their own booths. Vendor also agrees to comply with any regulations implemented by AQS at the time of the show.

SALE OF BUSINESS: If you are planning to sell your business, your booth space at AQS QuiltWeek must not be included in that sale. A new owner will need to apply for booth space to be considered along with other merchants who are on our waiting list.

SALES TAX: The sales tax rate in Paducah, KY is 6%. Tax forms will be provided in your Vendor Packet upon check-in.

SALES TECHNIQUES: Amplification systems of any kind may not be used in the Merchant Mall areas without written permission from AQS. This includes radios or any sort of music.

High-pressure sales tactics disruptive to attendees and to other vendors will not be permitted at any time. AQS staff will have sole discretion on what constitutes "high-pressure sales."

No balloons, confetti, drones, or **music** are allowed in the Merchant Mall during show hours.

SHIPPING BOOTH SUPPLIES: Contact the decorator for your shipping needs. You may request shipping through the Art Craft Display Exhibitor Kit, posted on the Vendor Order Forms page of the AQS Vendor Information website.

SIGNAGE: All signs must be professionally printed. Vendors may not display handwritten signs in their booths.

SPAM EMAILS: AQS does not allow any company to act on its behalf regarding any type of promotion, advertising, or lead generation. AQS does not compile a list of attendees at AQS QuiltWeek shows for sale, nor is AQS associated with any company that claims to have such a list for sale. Any emails received by vendors stating there is an AQS QuiltWeek attendee list for sale should be ignored and deleted.

TRASH BOXES & MERCHANDISE STORAGE: You may break down empty boxes and leave them in the aisle in front of your booth at the end of each day, and they will be discarded when the aisles are cleaned. There is no storage of merchandise in perimeter areas of the show. Security personnel will remove anything found beyond the carpeted areas. Contact the show decorator if you require storage services.

VENDOR ENTRANCE ON SHOW DAYS: Vendors must wear their name badges during setup, take-down, and show days. Once the show opens, vendors and workers with badges may enter through the Vendor Entrance at 8:00 a.m. each day. The loading dock will also be open each day from 8:00 a.m. to 9:00 a.m. to allow for restocking.

Vendors are responsible for assuring booth workers experience a no-hassle entrance to the vendor area by providing them with their name badges prior to entering the show or by leaving their badges at the AQS Information Center for pickup.

WHEELED CARTS: For safety reasons, NO wheeled carts of any kind (canvas totes, sport totes, foldaway totes, wheeled luggage, machine totes on wheels, etc.) are permitted in the exhibit and merchant mall areas during the show. Any person with a wheeled cart must check it at the Package Check area. Exception: Permission is granted only to wheelchairs with persons in them, other medically-indicated equipment, and baby strollers with a baby aboard.