Friends of PBS Wisconsin Inc. stages The Great Wisconsin Quilt Show to bring together quilting enthusiasts, educators and vendors to help them maximize their quilting efforts. This event was conceived as a way to deliver the expertise of PBS Wisconsin, non-profit organizations, the quilting industry and related businesses to the public at large. It is also an important fundraiser for Friends of PBS Wisconsin Inc. that generates funding for PBS Wisconsin programming and community outreach.

Friends of PBS Wisconsin Inc. staff and volunteers, along with PBS Wisconsin staff, are committed to making the show successful for vendors and attendees. Friends of PBS Wisconsin relies heavily on the advisory committee to establish and implement show policies and practices. To develop a shared set of expectations, we have developed the following terms and conditions for The Great Wisconsin Quilt Show participants.

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TERMS AND CONDITIONS 2027

THE GREAT WISCONSIN QUILT SHOW

Updated 10/26

All registration forms are available as links at quiltshow.com

THE GREAT WISCONSIN QUILT SHOW 2027
SEPTEMBER 9-11| THUR. 9 A.M.-6 P.M./FRI. 9 A.M.-6 P.M./ SAT. 9 A.M.-5 P.M.
EXHIBITION HALL AT THE ALLIANT ENERGY CENTER | MADISON, WISCONSIN

presented by PBS Wisconsin and Nancy Zieman Productions, LLC

Quilt Show Vendor Registrar
PBS Wisconsin
821 University Avenue
Madison, WI 53706

quiltshow@pbswisconsin.org
quiltshow.com

Vendors are subject to the following terms and conditions.

1 Friends of PBS Wisconsin Inc. has sole discretion over acceptance of vendors for the show. Vendor businesses and non-profit organizations will demonstrate the quality and relevance of exhibits to make the event successful.

Only Friends of PBS Wisconsin is allowed to sell booth space. Vendors may not, under any circumstances, re-sell, sub-lease or loan The Great Wisconsin Quilt Show booth space with any other business, organization or person. Booths may not be shared between more than one business entity without prior written consent. Friends of PBS Wisconsin, Inc. reserves the right to ban a vendor from the show or future shows for such a violation.

2 Vendor space is limited and is offered "as available." Friends of PBS Wisconsin Inc. will try to fulfill requests for space, but retains sole discretion over the assignment of all vendor booth spaces.

3 Upon timely confirmation of renewed participation current vendors will generally be offered "right of first refusal" to maintain their space for next year's show. However, Friends of PBS Wisconsin Inc. retains sole discretion over the assignment of all vendor booth space and vendor floor as a whole.

4 Vendor contracts are renewable annually and are in effect upon issuance of confirmation letter and receipt for fees.

Eligibility

5 **a)** Businesses and organizations may apply for vendor space by submitting a completed event registration packet together with the appropriate payment. Friends of PBS Wisconsin Inc. in conjunction with the advisory committee are authorized to determine the eligibility of applicants.

b) Event vendors are limited to those which provide, as a normal part of their business, products and services related to quilting, sewing and/or embroidery products or that in the opinion of Friends of PBS Wisconsin Inc. are related to the event. Applicant vendors must specifically define products and services to be exhibited on the registration form.

c) To be eligible for participation, all vendors must be free of outstanding debts to Friends of PBS Wisconsin Inc. for any previous shows.

Vendor charges

6 **a)** Booth fees are outlined on the registration form.

b) Service order charges: Vendors must make requests for additional service orders (electricity, tables, chairs etc) directly to the Alliant Energy Center. Separate, additional charges for service orders are set by and handled by the Alliant Energy Center.

c) Payment for space: Vendors will be allowed to set up for the event **only** if the final booth payment has been received by Friends of PBS Wisconsin Inc. If payment is not received, the vendor forfeits the space. This space may be re-assigned or used by Friends of PBS Wisconsin Inc. In all cases, the vendor shall remain liable for any unpaid fees to Friends of PBS Wisconsin Inc.

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Booth assignment

7 **a)** The event registration application form will include an opportunity for business/for-profit vendors to express preference for booth configuration. However, Friends of PBS Wisconsin Inc. retains sole discretion over the assignment of all vendor booth space. Friends of PBS Wisconsin Inc. will make every effort to honor vendors' booth preference but cannot guarantee requested spaces or configurations. As non-profit vendors receive discounted registration fees, non-profit vendors will primarily be placed in the front lobby, at the discretion of Friends of PBS Wisconsin Inc.

b) Friends of PBS Wisconsin Inc. reserves the right to limit the amount of space for any vendor.

Vendor and booth display requirements

8 **a)** Building rules and municipal ordinances: Vendors agree to obey all the rules of the Alliant Energy Center which are in effect at the time of the event, and to abide by all city and county rules and regulations to which the event is subject.

b) Vendor exhibits must remain within the 10 feet by 10 feet by 8 feet high configuration or multiples thereof depending on confirmed reservation. **No extension into aisles is permitted.** Booths located by the wall must have a one foot space between the wall and booth curtain. Displays cannot be pushed against the walls, nor can boxes or other materials be stored in the space.

c) Vendors may distribute materials regarding their products only from inside their booths unless permission has been granted **in advance** of the show to distribute materials elsewhere.

d) Friends of PBS Wisconsin Inc. reserve the right to control the use and volume of any sound device or instrument.

e) Vendors, their employees, subleasees, agents or assigns may not engage in any conduct, physical or otherwise, that might damage or be detrimental in any way to the event, or Friends of PBS Wisconsin Inc.

f) All vendors may decorate booths as desired except that Friends of PBS Wisconsin Inc. reserves the right to have changed or removed any installation deemed to be detrimental to the best interest of the show. Changes requested may include but are not limited to requiring additional screening/curtaining to be added at the vendors' expense. Vendors shall make every effort to decorate booths in a tasteful and aesthetically pleasing manner as determined by the advisory committee.

g) All booth displays must remain completely set up until the previously published closing time of the event.

h) Friends of PBS Wisconsin reserve the right to photograph any booth for show use.

Any vendor in violation of these guidelines will receive a verbal warning from Friends of PBS Wisconsin Inc. Should the vendor not comply with the guidelines after the first warning, a second verbal warning will be issued. Continued violation after a second verbal warning will result in suspension from participation in the next show. If, in judgement of Friends of PBS Wisconsin Inc. the violation is judged to be severe, in addition to the penalties noted above, the vendor will be expelled from the event in progress without refund.

Cancellations

9 Vendors who give written request and recieve confirmation of the request for refunds for booth cancellation will be issued a partial refund until the date listed on the registration form.

Failure to occupy space

10 Any space not occupied or any booth not completely set up one hour before the event begins will be forfeited by the vendor and this space may be re-assigned or used by the event managers as they see fit, without refund, unless arrangements for delayed occupancy have been made in advance by Friends of PBS Wisconsin Inc. All booths must be staffed at all times during show hours.

Additional rules/penalties

11 Animals are not permitted in the Exhibition Hall or in vendors' booth space. Service dogs are the only animals permitted and must be leashed and clearly identified as service dogs.

12 **a)** In addition to the rules and penalties listed elsewhere in these policies, Friends of PBS Wisconsin Inc. may establish additional rules and penalties as shall be deemed necessary for the show. Penalties established may include suspension from participation in future events.

b) By completing and submitting registration materials and payment vendors agree to these terms and conditions.

Force Majeure

13 Friends of PBS Wisconsin shall not be liable for any failure or delay of in performance of this contract or the postponement, cancellation or delay of the show, a reduction in installation time, show time or move-out time, nor shall it hold any vendor responsible for performance due to fire, flood, storm, natural disaster, or any other such cause or as a result or government intervention, malicious damage, acts of war, terrorist acts, strike, lock-out, labor dispute, riot or any other cause or agency over which the show has no control, which affects the Exhibition Hall at the Alliant Energy Center, or the surrounding areas.