



South Valley Quilt Association  
PO Box 2348 • Morgan Hill, CA 95038  
408.842.8677  
www.svqa.org • svqa@morganhill.org

# Vendor Policy Agreement

Harvest Quilt Show  
September 26 & 27 2009

## EXHIBIT HOURS *(subject to change)*

Saturday, September 26, 2009 10:00AM to 6:00PM  
Sunday, September 27, 2009 10:00AM to 5:00PM

**SETUP** Exhibitors may begin setting up between 2:00 pm and 8:00 pm on Friday, September 25, 2009. The Morgan Hill Community Center is a secure environment in exhibit and vendor areas during non-show hours.

**TEARDOWN** Exhibitors may begin teardown Sunday at 4:00 pm.

**UTILITIES** Should electricity be required in your space, there is no separate charge for usage/hookup. There are NO phone lines inside the vendor spaces. Manual charges or cell phones are required for credit card machines.

**INSURANCE** *Liability:* Each exhibitor/concessionaire is required to have minimum general liability insurance coverage of \$1,000,000. California state law requires the employer of full time or part time employees to have workers compensation insurance. *Property:* SVQA cannot and does not ensure or guarantee the safety and security of vendor merchandise or equipment. Vendors should secure appropriate insurance and ensure it is in force for the protection of their property, and should avoid leaving items of exceptional value that are particularly susceptible to theft. *Proof of public liability insurance must be provided with application.*

**COMPLIANCE WITH LAWS** It should be noted and understood that the vendor/sponsor, at his sole cost and expense shall comply with

all laws, rules, ordinances, and regulations of all governing bodies having jurisdiction over work; pay all federal and state taxes, insurance and contributions for Social Security and Unemployment which are measured by wages, salaries, or other remunerations paid to Independent Contractors, whether levied under existing or subsequently enacted laws, rules, or regulations.

**GIVEAWAYS & DRAWINGS** Any drawings or item(s) to be handed out during the show are to be pre-approved by SVQA. If you plan on conducting a drawing or giveaway, please contact SVQA to coordinate. All prize drawings are to be conducted the last day of the SVQA Harvest Quilt Show. No handouts are to be distributed beyond a vendor's contracted space.

**SOLICITATIONS** Solicitation of funds for any political, educational or charitable corporation or association, group, individual or cause of any kind or character is prohibited. Opportunity Quilt ticket sales are also prohibited without the prior consent of SVQA.

**HEIGHT & SPACE RESTRICTIONS** An exhibitor booth space may be 8' tall at the rear with 8' high sides. An exhibitor's display should not block the view of neighboring booths. No display is to exceed contracted assigned space. No sound system allowed. No helium balloons allowed.

**DEPOSITS & PAYMENTS** If an exhibitor is offered a space by SVQA, final payment of the balance due must be received by July 1, 2009, to secure a space. Space fee and deposit information is provided on the Commercial Vendor Application. Deposits are non-refundable.

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No exhibitor shall receive the admission packet or be allowed to set up unless the account is paid-in-full and proof of public liability insurance has been provided.

The only items to be sold and/or exhibited in your space are those stated on the contract application. Any items in the space not authorized on the contract are subject to removal at the discretion of SVQA. Acceptance to the South Valley Quilt Association "Harvest Quilt Show" is restricted to those Vendor/Sponsors that represent the spirit and theme of the Harvest Quilt Show and will be at the discretion of South Valley Quilt Association Management. The undersigned, agrees to comply with the above policies.

Please return this signed form along with the signed Vendor Application, proof of insurance, and deposit check to:  
SVQA, Attention Pat McClain, PO Box 2348, Morgan Hill CA 95038

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SIGNATURE

VENDOR NAME

DATE