



*"A Gathering of the Guilds"*

**March 11, 2023**

**9:00 am-3:00 pm**

## Vendor Information and Guidelines

[www.quiltersdayout.com](http://www.quiltersdayout.com)

[vivian.b.armstrong@gmail.com](mailto:vivian.b.armstrong@gmail.com)

[suzielance60@yahoo.com](mailto:suzielance60@yahoo.com)

Paroquet Springs Conference Centre  
395 Paroquet Springs Dr, Shepherdsville, KY 40165

*"A Gathering of the Guilds"*  
*In Celebration of National Quilting Month*

You are invited to participate as a Vendor at Quilters' Day Out (QDO) at Paroquet Springs Conference Centre in Celebration of National Quilting Month. This event honors the heritage of quilting by promoting quilt appreciation and preservation, as well as by encouraging new quilters. Below please find some basic guidelines for vendor participation.

1. Acceptance is on a first come, first served basis. The deadline for application is February 17, 2023.
2. QDO booth rental fee is \$120.00 for each 10' x 10' booth. Vendors may request up to 3 tables (8' or 6' x 2.5") per booth at no additional fee.
3. Vendors' booths MUST be set up and ready by 8:00 a.m. on Saturday, March 11th. The Conference Centre will be open Friday, March 10th, from Noon till 6:00 p.m. and Saturday at 7:00 a.m. for set up.
4. Electrical outlets will be available for an additional cost of \$20.00. The need for an electrical outlet can be requested on the vendors' application form. You will need to supply your own electrical cords and outlet strips.
5. Signs will mark the vendors' entrances to unload and load merchandise, etc. Vendors will need to provide their own rolling carts to help transport their merchandise.
6. QDO will provide admission for up to two people per vendor who are working at the event.
7. There will be a concession area available to purchase breakfast and lunch. Food from outside, including brown bag lunch, is not permitted by the venue.
8. QDO encourages vendors to provide a door prize to be awarded at the event. There will be hourly drawings in the vendor room for door prizes. **You will be responsible for bringing sign-up materials for guests to register for your booth's prize.** Please include your business name on the sign-up materials and also list your door prize item on your application.
9. Piping for booth display will be available by request on the vendors' application form.
10. Wi-Fi will be available for vendors' electronic cash registers.
11. Applications received after the deadline of February 17, 2023 are subject to rejection, and must include a non-refundable \$30 processing fee.
12. Full rental payment is due when contract is submitted and is non-refundable after February 17, 2023
13. QDO is not responsible for lost, stolen, or damaged property.

We hope you can join us for this quilting celebration. To reserve your booth space, please return the attached form and appropriate booth fee to PO Box 5101 Louisville, KY 40255. Please make your checks payable to "Vivian Armstrong". If you have any questions or need further information, please contact me.

Respectfully,

Vivian Armstrong  
QDO Co-Chair

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Susan Lance  
QDO Co-Chair

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