



Beaumont Civic Center
701 Main St, Beaumont, TX 77701

Vendor Rules and Guidelines

1. Payment of space, booth assignments and cancellation policy.
 - A minimum non-refundable deposit of \$125 per space must be sent with the contract.
 - Payment in full is due by **February 1st, 2024**.
 - If you must cancel, all but \$125 of the exhibit rental will be refunded if cancellation notice is received before February 1st. No refund will be made for cancellation after Feb. 1st.
 - Booth assignments will be made by March 1st.
2. Our vendor space is limited. If applications exceed our space, we will notify you to see if you would like to be put on our waiting list. Of course, all payments will be refunded if we cannot provide booth space for you.
3. Booth equipment and services.
GTQG will provide one identification sign, two nametags, two tables, two chairs, and 8' side and back pipe and drape booth separators. Wifi is available.
4. Exhibit hours
Show hours are from 9-4 Friday, March 15th and Saturday, March 16th The
doors will open for you at 8:00.
5. Installation and set up
The Civic Center will open for vendor setup on Thursday, March 14th at 9:00 AM and will close at 5 PM. We will open at 8 AM on show days for you, and if you want to shop our Boutique, Quilts for Sale, Mini Quilt Silent Auction or Raffle quilt you can do that at 8:30 before the general public comes in at 9.
6. Security
GTQG will provide security during the show hours and overnight.
7. Electrical service
Electrical service is available to the vendor at a cost of \$75.
8. Restrictions in the use of space
All business must be confined to the limits of your exhibit booth. No subletting or sharing booths is allowed without prior approval of GTQG. Displays must not interfere with other vendors. GTQG reserves the right to restrict exhibits which may detract from the general character of the show.
9. To assure fairness to every vendor, each vendor is allowed to discount one item per day.
10. Special exhibits
 - Scented items, Scentsy candles, essential oils, etc, are welcome but may not be diffused due to possible allergens.
 - Please be courteous to your neighbor vendors and attendees with any special exhibit.
11. Neither GTQG or the Civic Center will be responsible for any injury, loss, or damage that may occur. The vendor, by signing or submitting the contract agreement, releases the foregoing names, organization, and individuals from any and all claims for such loss, damage, or injury.
12. Dismantling and take down
The vendor agrees not to dismantle the exhibit before the final closing out of the exhibit which is 4

o'clock on Saturday, March 16th. Goods must be removed from the exhibit hall as soon as possible after the close of the show. Vendors must check out with the GTQG vendor chair prior to leaving the premises.

These regulations become a part of the contract between the vendor and GTQG. GTQG respectfully asks the full cooperation of the vendors. All points not covered here are subject to the decision of the GTQG.