

# Black Hills Quilters Guild

## *CREATIVE QUILT, ART and CRAFT MARKET*

Friday, April 5, 2019, 5:00-8:00 PM  
Saturday, April 6, 2019, 9:00 AM-3:00 PM

Best Western Ramkota Hotel & Conference Center  
Convention Center #2 (across from old Toys R Us building)  
2111 North LaCrosse St., Rapid City, SD 57701

This event is sponsored by the Black Hills Quilters Guild. It is our goal to have this market be an enjoyable, memorable event for all participants. Appropriate sales items should be quilt or hand crafted related items and supplies that are saleable, usable, clean and odor free.

We look forward to working with you. For more information, go to the BHQG website:

<https://www.bhquilters.org/events/special-events> or contact [info@bhqg.org](mailto:info@bhqg.org)

**Admission:** SNEAK PREVIEW--Friday: \$3 for non- participating members

Saturday: \$2 for Public, Guild members must show membership card to get in FREE.

### **Rules for Vendors:**

#### **Table Registration:**

1. Tables will be rented to BHQG members only.
2. A non-refundable rental fee of \$10 for each 8' table must be paid at time of registration.
3. Space includes one table and one chair furnished by Ramkota. Table covering is not provided. Tables are limited and will be assigned on a first come basis by the committee.
4. Registration includes advertising and free admission for 1 person. Helpers must pay admission fee.

#### **Vendors Setup**

1. Setup is Noon-4 P.M. on Friday - tables will be set up.
2. You are responsible for your own area. Sales areas must be neat and free from clutter within the assigned table space. If items are to be stored under sales table, the table covers must extend from the tabletop to the floor to conceal the stored goods.
3. A storage area will not be provided for containers and excess goods.
4. Items cannot be hung from or attached to the walls.

#### **Sales:**

1. Vendor determines price of goods and collects money for their own sales and provides their own change.
2. Vendor is responsible to pay South Dakota sales tax. Vendors without a South Dakota sales tax ID # can pay it through the guild's sales tax ID #. They must submit a Sales Tax form along with the amount of tax due at 6.5% of total sales to the guild treasurer (or their designate) within one week of the event (preferably at the end of the sale).
3. Ramkota does not allow food or food stuff to be sold in sales area. A personal sack lunch is permissible. Vending machines are available.
4. ATM machine is nearby.
5. Bring your own power cords, if needed.

#### **Take down:**

1. Take down begins after close of sale at 3 P.M. Saturday. There will be no early takedown.
2. All goods must be removed and vacated by 4 P.M. leaving the area as clean as when you arrived.

Table # \_\_\_\_\_