

Black Hills Quilters Guild

CREATIVE QUILT, ART and CRAFT MARKET

SNEAK PREVIEW Friday, April 17, 2020, 5:00-8:00 PM
Saturday, April 18, 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@bhquilters.org

Admission: SNEAK PREVIEW— **Friday** \$3 for non-participating BHQG members
Saturday \$2 (BHQG Members show membership card to get in FREE)

Rules for Vendors:

Table Registration:

1. Tables will be rented to BHQG members only. Subleasing space to non-guild members will not be permitted.
2. A non-refundable rental fee of \$15 for each 8' table must be paid at time of registration.
3. Space includes 1 table + 1 chair furnished by Ramkota which will be assigned on a first come basis by committee. Table covering is not provided.
4. If sharing tables, all participating vendors' names and helpers must appear on registration form.
5. Registration includes advertising and free admission for registered table vendors and registered helpers.
6. This is a table only market, not a booth market.
7. Registration deadline March 1, 2020.

***Definitions:** Vendor – A BHQG member who has goods to sell.
Helper -- Sales person only who has no goods to sell.

Vendors Setup:

1. Setup is Noon-4 P.M. on Friday.
2. Tables will not be moved, removed or rearranged without committee approval. No surprises!
3. Vendors are responsible for 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.
4. Items cannot be hung from or attached to the walls.
5. Bring your own power cords, if needed.
6. Storage area will not be provided for containers and excess goods.

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 #. A Sales Tax form must be submitted 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.
4. Vending machines are available.
5. ATM machine is nearby.

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.