

## 2012 Common Threads Quilt Show

Dear Vendors,

First we would like to say thank you to those of you who filled out the comments sheet. It helped us in making many changes this year to our upcoming 2012 show. Kim Hull and Brenda Ramey are the shows co-chairs this time and they have a wonderful group of women planning the show.

The date of the Common Threads Quilt Show will be June 21 thru June 23, 2012. This is Thursday thru Saturday. It will give our Vendors a day to travel or to rest before they start their next week. Set-up will be on Wednesday June 20<sup>th</sup>. We will still be in the spacious Century II Expo Hall.

The Prairie Quilt Guild has asked that Helgerson's to store and set-up our heavy piping for us along with the Vendor's pipe and drape. They will set-up all the pipe and drape on Tuesday June 19<sup>th</sup>. For this reason, I am sorry to say, there will be no driving in on the floor. However I will have some strong young men available there to help you move in.

The floor plan is being worked on. Right now the plan is to have the Vendors on the south end of the show. The rows for the quilts will all be straight (no zigzags). We are cutting back on the quilts we will show this year to between 500 to 700 quilts. Our 800 plus guild membership is already working on quilts to show. You will be able to come in the front doors and look down the isles and see the Vendors. We will not have any Vendors this year under the west overhang. We will put special quilt displays under the overhang, such as the quilts of the schools we give our auction money to so they can learn about and how to quilt.

Enclosed you will find an "**Application and Contract for Vendor Space**". Please read the contract. Due to the increased interest in our show, as well as our need for planning, we cannot reserve a spot for you until we have received both your payment in full and your signed contract. Booths will be assigned and special requests considered in the order in which contracts and fees are received. You will receive an acknowledgement within 2 weeks of our receipt of your payment and application. **It is imperative, if you do not receive one, that you contact me immediately!** We want to make sure we don't miss anyone through mail errors or oversight on either side. Make sure you fill out the e-mail or fax number on the contract and I will send the acknowledgement and Utilities Order Form from Century II by one or the other. This Utilities Form will be required in order to have electricity or other utility services supplied to your booth and payment for those services must be made separately to Century II. Also there are forms from Helgerson's for other needs and a payment sheet for them.

I have also enclosed a donation letter and an advertising form. We are changing how we do door prizes this year so make sure you read the letter. Demonstrations will be held on Thursday and Friday only. Our Mini Quilt Auction will be held on Saturday from Noon-2. Between these three changes you should find "foot traffic" at a maximum and noise at a minimum. We will not be having classes this year and nor any night events.

We are working very hard to make your experience at our "**Common Threads Quilt Show**" a positive and profitable one. Please check website **[www.wichitaquilshow.com](http://www.wichitaquilshow.com)** for more information later. I will try to get discounts for you for Hotels. If you have any questions, concerns or comments, please feel free to call or e-mail me.

Sincerely,

Cleo Mounday

Vendor Chair

801 Valley Park Drive

Valley Center, Kansas 67147

Phone 316-755-1503

fax 316-684-6767

[cleo@cleosdesigns.com](mailto:cleo@cleosdesigns.com)

Vendor # \_\_\_\_\_

**Application & Contract for Vendor Space**

Vendor / Business Name \_\_\_\_\_

Please print name exactly as you wish Booth Sign to read

Main Contact Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Telephone (\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

Booth Contents \_\_\_\_\_

Booth Size	Included Items	Fees	Total
	(Pipe & drape included)		
10' x 10'	1-6' table, 2 chairs	\$250.00	\$
10' x 20'	2-6' tables, 3 chairs	\$490.00	\$
10' x 30'	3-6' tables, 4 chairs	\$720.00	\$
10' x 40'	4-6' tables, 4 chairs	\$1000.00	\$
End cap 10'x 10'	1-6' table, 2 chairs	\$275.00	\$
End cap 10'x 20'	2-6' tables, 3 chairs	\$540.00	\$
<b>Additional Rentals:</b>			
6' table		_____ @ \$25.00	\$
Chair		_____ @ \$7.50	\$
		<b>Total Enclosed</b>	\$

PLEASE ATTACH ANY SPECIAL REQUESTS TO THE APPLICATION. **BOOTH WILL BE ASSIGNED IN THE ORDER OF RECEIPT OF CONTRACTS WITH FEES PAID IN FULL!** An attempt will be made to handle special requests within the bounds set by receipt date and previous requests.

\* Please make checks payable to PQG Common Thread 2012 and send, with completed contract, to:

Cleo Mounday  
PQG "Common Threads 2012" Merchants' Mall  
801 Valley Park Drive  
Valley Center, Kansas 67147

(Please continue to page for additional information)

## **Cancellation Policy**

Refunds will be made for cancellations before March 23, 2012 with a 30% processing fee. No refund will be made after March 23, 2012.

### **Restrictions:**

Décor and method of display are at the option of the exhibitor within the bounds of good taste. Booth space shall be used for display, promotion, and the sale of goods handled by the exhibitor. Merchants will keep all décor and goods within the confines of booth space rented.

In order to maintain the high integrity of "COMMON THREADS 2012", presented by Prairie Quilt Guild, Wichita, Kansas, we state that **Merchants will not hold any closeouts or markdowns during the show** as this does not provide the image we wish to reflect to the public. Offering a show special is acceptable (i.e. a new, top of the line item at a special price, offered for show attendees only).

**Prairie Quilt Guild** has the right to refuse continued operation of any Merchant who, in the sole opinion of the Steering Committee of "COMMON THREADS 2012" has violated any part of this contract, whether stated or implied. The Steering Committee shall first ask said Merchant to stop the violation(s), and if refused or on non-compliance by the Merchant shall have the sole right to ask said Merchant to close down their booth and leave at the time to be least disruptive to all involved to be down his/her/their booth and leave, there will be no refund of monies paid to the Merchant.

It is mutually agreed that there are no written agreements other than those contained in the accompanying information sheet(s). This application shall constitute a valid contract only when signed and accepted by the authorized agent of **Prairie Quilt Guild**.

**I, the undersigned am a valid representative for the above listed vendor and have read and agree to the listed policies and restrictions.**

**SIGNATURE** (required) \_\_\_\_\_

Would you be willing to present a 15-minute demonstration during our show? Yes\_\_\_\_No\_\_\_\_  
**YOU WILL RECEIVE AND ACKNOWLEDGEMENT AND CONTRACT COPIES  
WITHIN 2 WEEKS OF OUR RECEIPT OF YOUR APPLICATION AND FEE  
PAYMENT. IF YOU HAVE NOT RECEIVED THESE, PLEASE CONTACT US TO  
AVOID OVERSIGHTS OR ERRORS.**

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**PRAIRIE QUILT GUILD USE ONLY:**

Postmark Date \_\_\_\_\_

Accepted by \_\_\_\_\_



601 N. ATHENIAN  
 WICHITA, KANSAS 67203  
 316-943-1851 \* FAX 316-941-4613  
 EMAIL: hrsd@hhco.kscoxmail.com

**Prairie Quilt Guild  
 Common Threads  
 Quilt Show  
 Wichita, Kansas  
 June 21-23, 2012**

## FREIGHT HANDLING ORDER FORM

**THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW.**

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.  
SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
3. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
4. Henry Helgerson Company will receive freight at :

### ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)  
 For: NAME OF SHOW C/O HENRY HELGERSON COMPANY  
 601 N. ATHENIAN, WICHITA, KANSAS 67203

**ADVANCE TO WAREHOUSE MUST BE RECEIVED NO  
 LATER THAN 48 HOURS BEFORE SCHEDULED  
 EXHIBITOR MOVE-IN**

### DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)  
 For: NAME OF SHOW C/O HENRY HELGERSON COMPANY  
 CENTURY II CONVENTION CENTER  
 225 W. DOUGLAS, WICHITA, KS 67202

**PRIOR ARRANGEMENTS WITH HENRY HELGERSON  
 COMPANY ARE REQUIRED BEFORE DELIVERY TO CII**

**INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE) \_\_\_\_\_ TO WAREHOUSE \_\_\_\_\_ TO SHOW SITE**

SHIPPED VIA: \_\_\_\_\_ PRO# \_\_\_\_\_

DATE SHIPPED: \_\_\_\_\_ ESTIMATED ARRIVAL DATE: \_\_\_\_\_

### DESCRIPTION OF SHIPMENT

# OF CRATES: \_\_\_\_\_ # OF DISPLAY CASES: \_\_\_\_\_ # OF CARTONS: \_\_\_\_\_ # OF SKIDS: \_\_\_\_\_  
 TOTAL # PIECES: \_\_\_\_\_ TOTAL WEIGHT: \_\_\_\_\_ x \$48.00 = \_\_\_\_\_ Total Cost

### OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:

SHIP TO: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

### SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

\_\_\_\_\_ MOTOR FREIGHT (NAME) \_\_\_\_\_ VAN LINE (NAME) \_\_\_\_\_

\_\_\_\_\_ UPS: \_\_\_\_\_ GROUND \_\_\_\_\_ BLUE LABEL (2<sup>ND</sup> DAY AIR) \_\_\_\_\_ RED LABEL (NEXT DAY AIR) – UPS ACCT # \_\_\_\_\_

\_\_\_\_\_ FED EX – ACCT # \_\_\_\_\_

\_\_\_\_\_ OTHER AIR CARRIER (NAME) \_\_\_\_\_ OTHER AIR CARRIER ACCT #: \_\_\_\_\_

If you have not designated a motor freight company, **Henry Helgerson Company** will select a carrier. **Henry Helgerson Company** will load out your shipments when your carrier arrives. **Henry Helgerson Company** cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: Prairie Quilt Guild – Common Threads Quilt Show Booth # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**Payment: payment in full, including applicable sales tax, must accompany your order.**

Subtotal \$ \_\_\_\_\_

7.3% Sales Tax \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

Payment:  Check Enclosed  Visa  MasterCard  AmEx

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiration date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_



601 N. ATHENIAN  
WICHITA, KANSAS 67203  
316-943-1851 \* FAX 316-941-4613  
EMAIL: hrsd@hhco.kscoxmail.com

**DEADLINE FOR THIS FORM IS:**  
**Date:** \_\_\_\_\_  
**RETURN BY FAX, EMAIL OR U.S. MAIL**  
**PLEASE PRINT OR TYPE**

**PAYMENT POLICY**  
**THIS SIGNED AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER!**

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR ORDER FOR ANY RENTALS OR SERVICES THAT ARE TO BE PROVIDED BY THE HENRY HELGERSON COMPANY. Payment in full for all rentals and services, including applicable state and local tax, must accompany your advance orders to qualify for the DISCOUNT RATES. Payment may be made by check or credit card authorization. Orders received without payment, after the stated deadline date, and for your orders placed at the show site will be charged at the STANDARD RATE. Charges are due and payable upon presentation of invoice at the show site. Credit will be extended to customers that have approved credit applications on file with the Henry Helgerson Company. Payments received within 30 days of invoice date will be NET. After 30 days, a service charge of 2% per month (24% per annum) will be added to the unpaid balance of the invoice until it is paid.

**PLEASE INDICATE YOUR FORM OR PAYMENT**

ACCOUNT #      
3 or 4 digit security code (back or front of card)

VISA     MASTER CARD     AMERICAN EXPRESS    EXPIRATION DATE: \_\_\_\_\_

PRINT CARD HOLDER'S NAME: \_\_\_\_\_

CARD HOLDER'S BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

SIGNATURE OF CARD HOLDER: \_\_\_\_\_

CHECK    **CHECK #:** \_\_\_\_\_ Please make all checks payable to Henry Helgerson Company.

PURCHASE ORDER (Please attach copy) – P.O. # \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE & TITLE: \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_  
**EXHIBITOR NAME:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
(STREET/P.O. BOX) (CITY/STATE/ZIP CODE)  
**ORDERED BY:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_ **CELL PHONE #:** \_\_\_\_\_



PERFORMING ARTS & CONVENTION CENTER

REMIT TO:

**Century II Performing Arts & Convention Center  
Exhibitor Services Department  
225 West Douglas  
Wichita, KS 67202  
316-264-9121  
Fax 316-858-7740**

PLEASE SEE REVERSE SIDE FOR PAYMENT INSTRUCTIONS.

## Utilities Order Form

Event 2012 Prairie Quilt Guild Event Dates June 21<sup>st</sup>-23<sup>rd</sup>, 2012

Exhibitor Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(MUST BE BILLING ADDRESS IF PAYING BY CREDIT CARD)

Exhibitor Name \_\_\_\_\_

Phone \_\_\_\_\_ Booth # \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Authorized Signature \_\_\_\_\_

By signing, exhibitor understands Century II may adjust price if calculations are not correct.

A check or credit card information for the total services requested must accompany this order form. **To receive the regular rate, the payment and order form must be received in our office by June 13<sup>th</sup>, 2012, five days prior to the published move-in date of the event.** Late Rate prices will be collected on orders placed after this date. All rates charged are for the run of the show, unless otherwise noted. Regulations and credit card information can be found on the reverse side of this form.

### ELECTRICAL SERVICE

ITEM	Regular Rate	Late Rate	Quantity	TOTAL
20 AMP 110 V. SINGLE OUTLET	\$36.00	\$72.00		
20 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$50.50	\$101.00		
30 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$53.50	\$107.00		
50 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$72.50	\$145.00		
100 AMP 208 V. 1 OR 3 PHASE <i>circle one</i>	\$120.00	\$240.00		
100 AMP 480 V. 3 PHASE	\$120.00	\$240.00		
15' EXTENSION CORD	\$4.75	\$9.50		
25' EXTENSION CORD	\$5.75	\$11.50		
GROUNDING 3 WAY PLUG-IN	\$3.75	\$7.50		
GROUNDING 6 PLUG-IN STRIP	\$9.50	\$19.00		
2-300 W. LIGHTS ON POLE w/ power	\$43.00	\$86.00		

### SIGN HANGING

(see reverse) \$59.00 sign, \$106.00 banner, \$296.00 oversize (\$28.00 fee if not rec'd 5 prior to move-in)

### TELEPHONE SERVICES

TOUCH TONE PHONE LINE	\$96.00	\$127.00		
TOUCH TONE PHONE	\$10.50	\$21.00		

### INTERNET SERVICES

CABLE MODEM: one day only	\$159.50	\$198.00		
CABLE MODEM: each additional day	\$27.50	\$27.50		

**Free wireless internet is available in most locations within the Century II complex.**

### SPECIAL SERVICES

FORKLIFT (5000 lb) with OPERATOR	\$80.00/hr	\$80.00/hr		
WATER FILL/DRAIN: 1-100 GALLONS	\$59.00	\$118.00		
101-500 GALLONS	\$80.00	\$160.00		
500 & UP	\$106.00	\$212.00		
NATURAL GAS CONNECTION (\$26.83/additional fitting) Plus plumber fees, inspection fees, and permit.	\$106.00	\$212.00		
COMPRESSED AIR (Expo Hall only; quote for mtg rms)	\$59.00	\$118.00		

**NOTICE:**

**FORM 10B**

Supersedes all previous forms

<b>SUBTOTAL</b>		
<b>+ KS TAX</b>	<b>x 7.3%</b>	
<b>= TOTAL</b>		

## ELECTRICAL

ALL CONNECTIONS TO BUILDING EQUIPMENT WILL BE DONE BY STAFF ELECTRICIANS ONLY!

- Wall, pole, and floor outlets are not part of the booth space. Separate outlets MUST be ordered for each booth to be connected. ALL material and equipment furnished remains property of CENTURY II PERFORMING ARTS & CONVENTION CENTER.
- Rates include any necessary city permits, inspections, tax, or normal wear.
- Rates include bringing circuits to the rear of the exhibit booth, or one side of an island booth. A single plug-in is supplied per circuit ordered. Distribution of power in the booth, extension cords, and power strips, are the responsibility of the exhibitor. Additional cords and power strips may be rented from our service counter. The exhibitor's own cords should be inspected for wear and be U.L. Approved. Lightweight or ungrounded extension cords are not allowed.
- CENTURY II is not responsible for voltage fluctuations or power failures on service lines.
- CENTURY II reserves the right to refuse to make any connections, which violate city or national electric codes.

## SIGNS

- Exhibitors shall not attach signs, banners, pennants or any other devices to the walls, windows or ceilings of the facility without written permission.
- Exhibitors are responsible for removal of all approved signage after the event. If an exhibitor fails to remove the signage or leaves any attachment residue, the offender will be charged the full sign hanging charge. (The only approved tape for use on the walls and windows of CENTURY II is masking tape.)
- Signs or banners hung from ceilings or building exterior shall be hung by the Exhibitor Services Department. Rates are determined using the following criteria: signs are under 4' x 10' in size weighing less than 70 lbs.; banners are under 20' in length weighing less than 140 lbs.; anything over 20' in length or weighing more than 140 lbs. will be considered oversized.
- All Oversized materials MUST be delivered to CENTURY II no later than 24 hours in advance of event.

## COMMUNICATION SERVICES

- Touch-tone phone service is available anywhere within CENTURY II.
- Telephone instruments are available for an additional charge.
- The in-house telephone system provides a limited number of direct dial-in and outgoing credit card phone lines. This service is based on availability.
- Cable modems are the standard High Speed connection within CENTURY II.
- CENTURY II is responsible for High Speed equipment up to the client's equipment. CENTURY II's Staff are not responsible for configuring client equipment for use.
- Computer equipment for use with High Speed Cable connection must have Ethernet card and have AutoDetect capabilities enabled.
- Client may provide router for use of multiple computers from single modem. No more than 4 computers recommended per router. Client is responsible for all connections from router to computers.

## ORDERING INFORMATION

\*\*\*\*\* ORDER IN ADVANCE! \*\*\*\*\*

**Ordering in advance will ensure that you have the power you need as well as save you a significant amount of money.**

- The most common power request is for 20 AMP 110 volt. This is sometimes called household power or standard current. A normal room in a home can use this amount of power. 18 - 100watt light bulbs can run on a single 20 AMP circuit.
- Remember, heating elements and some appliances can draw as many as 11 AMPs each. Look for an electrical label or call if you are not sure about your equipment's requirements.

## PAYMENT INFORMATION

THREE CONVENIENT WAYS TO PAY:

- **Check**
- **MasterCard**
- **Visa**

(Sorry, we do not accept American Express or Discover)

ADDITIONAL INFORMATION:

- When paying by check, please note the Event Name.
- When paying by credit card, address on order form **MUST** be billing address for the Credit Card used.
- Please fill in all blanks to ensure proper crediting of account.
- Orders without complete information or payment enclosed cannot be processed.

_____
Name on Card
_____
Account Number
_____
Expiration Date (Month/Year)
_____
Cardholder Signature
_____
Date
_____
3 Digit Code

*Door Prize Voucher*

*Vendor:*

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*Booth #*

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*Winner's Name:*

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*2012 Common Threads Quilt Show  
Presented by the Prairie Quilt Guild*

*Door Prize Voucher*

*Vendor:*

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*Booth #*

---

*Winner's Name:*

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*2012 Common Threads Quilt Show  
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