



Tri-County Quilt Guild

Vendor Information Packet

We hope you are making plans to join us at our 2026 Quilt Show!

Show Dates

February 27-28, 2026

Vendor Registration /Deadline

September 1, 2025

Show Location

The Berry Center
8877 Barker Cypress
Cypress, TX 77433

Hours

Friday 10am-5pm
Saturday 10am-4pm

Go to Tri-County Quilt Guild for more information:

<https://tricityquiltguild.org/>

The show is managed and run by 100% volunteers. We average between 1,200 and 1,300 visitors. Many visitors come to admire the many quilts on display as well as the shopping which is offered. While some of our vendors are quilt related, we also have a wide variety of items and services not related to quilting

available for you to enjoy. On Saturday evening, we will have logged countless hours and made new friends through the planning and execution.

Show Dates.....1

Show location.....1

Booth Registration Deadline.....1

Booth Space Rental Basics.....2

Fire Code.....2

Booth Equipment and Services.....3

Booth Set up.....3

Registration / Deposits / Final Payment.....3-4

Merchandising / Use of Space.....4-5

Insurance Coverage.....5

Sales Tax5

Installation and Access.....5

Dismantling.....5-6

Floorplan.....6-7

Booth Space Rental Basics

Keep the booth dimensions in mind as you decide on your booth needs. Everything you display must fit within your rented booth space, per the FIRE MARSHALL. Be sure to choose tables that will not exceed the dimensions of your booth and either spill into your neighbor’s booth or the aisle. The FIRE MARSHALLS can and do make spot checks. They can shut down the entire show if they find violations.

Booth Equipment and Services

- We have three different booth layouts available.
 - Standard single booth (25 available) (10'x10' or comparable) with ONE 8'x30" table (no skirt included), TWO chairs, ONE vendor ID sign, TWO name tags and 8' tall pipe / drape across the back and on the sides.
 - Premium / Corner Booth (20 available) (10'x10' or comparable) with ONE 8'x30" table (no skirt included), TWO chairs, ONE vendor ID sign, TWO name tags and 8' tall pipe / drape across the back and on **ONE side only**.
 - Oversized Booth (2 are available) (17'4" x 10') with ONE 8'x30" table (no skirt included), TWO chairs, ONE vendor ID sign, TWO name tags and 8' tall pipe / drape across the back and on the sides.

Access to electricity, if ordered on the Vendor Registration form, will be provided.

Wi-Fi is complimentary.

Booth Set up

When a vendor orders multiple booth setups, a corner booth, premium booth configuration, the standard set up will be as follows:

- Two or more continuous booths will not have pipe or drape dividing the space.
- Premium / Corner booths will have pipe and drape across the back and will be left open on ONE side of the L-shape.

IF YOU REQUIRE ADDITIONAL PIPE / DRAPE TO FORM ADDITIONAL SPACE, YOU **MUST** SPECIFY THIS INFORMATION ON YOUR BOOTH Registration Form.

Vendors who give their vendor application prior to September 1, 2025 have priority for booth location.

Registration

The following items are due on or before September 1, 2025.

- Booth Registration Form
- A non-refundable deposit of \$100 for each booth of your exhibit space must be submitted with the Vendor Registration sign up form at <https://tricountyquiltguild.org/>
- Booth space assignments will not be guaranteed before your signed contract with deposit check is received. Please note your check will be deposited into the Guild's bank account upon receipt.

Final payment is due November 1, 2025. Exhibit rental, less the deposit, will be refunded for cancellations received before November 1, 2025. No refunds will be made for cancellations after November 1, 2025.

Merchandising – Use of Space

Restriction in use of Space: All demonstrations, interviews, or other sales activities must be confined to the limits of the exhibit booth. No vendor shall assign, sublet, or share the whole or any part of the space allotted without prior approval of TCQG. No vendor is allowed to show goods other than those manufactured or dealt with in by him/her in the regular course of business.

Restrictions in Operations of Exhibits: TCQG reserves the right to restrict exhibits which, because of noise, method of operation, or any reason, become objectionable and to prohibit, which in the opinion of TCQG may distract from the general character of the event. The reservation includes personal things, conduct, printed matter, or anything of a character that TCQG is not liable for any vendor expense.

Circulars and Solicitation: Vendor circulars or advertising materials may be distributed only within the booth assigned to the vendor unless otherwise approved in advance by TCQG. No business or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit area.

Food and Beverage: As the Berry Center provides their own catering, they request no outside food or drink be brought into the facility. They have a substantive menu at reasonable prices. TCQG will provide one complimentary lunch per day, per booth, along with bottled water throughout the weekend. Only vendors will be allowed to eat/drink inside the exhibit area but must confine consumption to their booths.

Care of Building and Equipment: Neither vendors nor their agents shall damage or deface the walls or floors of the building, the booths, or the equipment for the booths. When such damage appears, the vendor is liable to TCQG.

Considerations

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Security: The Berry Center will provide security during the hours the exhibit area is open. However, each vendor is solely responsible for their own exhibit materials. No responsibility is

assumed for goods left in the exhibit area after the closing hour of the exhibit. It is suggested that the vendor carry insurance covering loss or damage to the vendor's material.

Liability: Neither TCQG nor the Berry Center, nor their representatives, will be responsible for any injury, loss, or damage that may occur to the vendor or the vendor's employees or property from any cause whatsoever. The vendor, on signing the contract, expressly releases the foregoing names, organization, and individuals from any and all claims arising from such loss damage or injury.

Sales Tax Permits: must be submitted with the Vendor Registration sign up form. All Vendors must submit a certificate even out of state vendors. This must include the eleven (11) digits. There are no exceptions. Exhibitors are responsible for collecting and paying any taxes applicable to your sales. www.comptroller.texas.gov/taxes/permit

Credit Cards: To ensure your highest degree of success, we highly recommend that you accept credit cards.

Installation and Access

Move-in: Vendors may begin at NOON on Thursday, February 26, 2026. The show area closes at 6pm Thursday, February 26, 2026. Doors will re-open to vendors at 7:30am on both February 27th and 28th. Vendors must be set up and operational by 9am, February 27 & 28.

Any space not claimed and occupied by 4pm February 26, 2026, may be reassigned without refund of rental paid, unless previous arrangements have been made with TCQG.

Show hours: Friday 10am – 5pm and Saturday 10am – 4pm

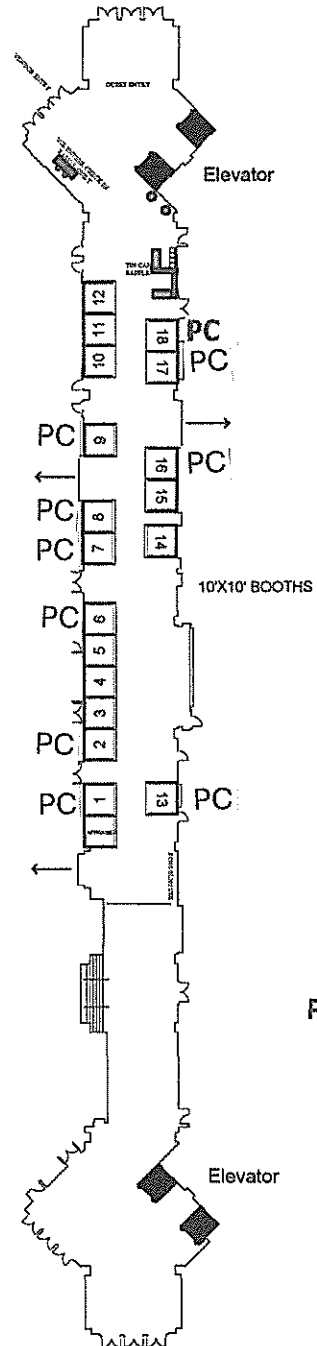
Dismantling

The vendor expressly agrees not to dismantle the exhibit or do any packing before the final closing hour of the exhibit, which is 4pm Saturday, February 28, 2026. **All goods must be removed from the exhibit area by 7pm.**

FLOORPLAN

FLOORPLAN

Atrium



PC – Premium Corner

Conference Center

P=POWER

