



INTERMOUNTAIN WEAVERS CONFERENCE

A Conference for Fiber Artists

July 25-28, 2019

Information for Vendors

The IWC Market will again be an important part of the Intermountain Weavers Conference (www.intermountainweavers.org) at Fort Lewis College, 1000 Rim Drive, Durango, CO 81301. The Market will be located in the Student Union Ballroom during the July 25-28, 2019 conference.

Booth Dimensions and Fees: Booth spaces are 10 ft. x 10 ft. at **\$125** each. One table 8 ft. x 4 ft. and two chairs per booth are provided. (The number of chairs for multiple booths will be adjusted according to your needs.) Pole and drape to separate booths are also provided. Additional tables can be rented for **\$10** per table, or you may bring your own.

Important Dates:

1 May 2019. Last day to register for a IWC Market booth and be listed in the Conference booklet.

1 June 2019. Last day to register for a IWC Market booth (vendor will not be listed in the Conference booklet).

Application Process: You can either apply online, or print out and complete the attached 2019 Vendor Application form and mail to the address below. The preferred method is to apply online. Registration will not be considered complete until we have received payment. The online registration is at the following web page:

www.intermountainweavers.org/vendors

Booth Assignments: Booth assignments will be made on a first-come, first-serve basis, determined by registration date. Final space assignments will be made at the discretion of IWC.

Cancellation Policy: If you find that you will be unable to attend, on written request, Intermountain Weavers Conference will refund 50% of fees for cancellations between March 1 and May 1, 2019. **No refunds will be given after May 1, 2019.**

Market Hours: Market hours are **tentatively** set to coincide with times when registrants are free to shop: Thursday 1:00 – 6:00 PM, Friday 11 AM – 8:00 PM, and Saturday 11 AM – 6:00 PM. Hours are longer on Friday to allow the public and conference participants who are not in class time to shop. There will be local advertising to attract the general public.

Events and Workshops: We invite our vendors to join us for IWC activities such as the opening Keynote Address, Exhibits, and our Fashion Show. We will have 1- and 3-day workshops during the conference and vendors are welcome to register and attend, provided they are confident that their booth will be covered in their absence. Workshop registration is online at www.intermountainweavers.org/events.

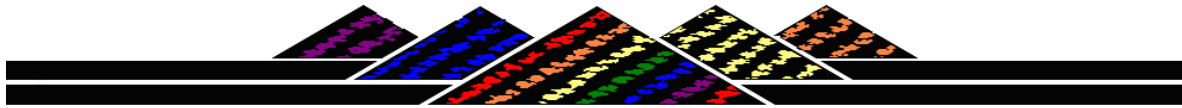
Accommodations: Information on a full range of accommodations in the Durango area --including hotels, motels, RV parks and campgrounds-- is available at www.durango.org. Accommodations at a very reasonable rate are also available through Fort Lewis College. Call Greg Weiss, FLC Conference Services, at 970-247-7372 for information and/or to make a reservation. The College's website is www.fortlewis.edu.

Tax and Licensing Information: All state and local taxes and licensing are the responsibility of the individual vendor. The current sales tax in Durango is 7.9%. Sales tax and licensing information and forms are available at www.durangogov.org and www.colorado.gov/revenue.

Please contact me with any questions about our vendor market.

Gloria Wilkerson
IWC Market Chair

vendors@intermountainweavers.org



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Fort Lewis College, Durango, Colorado

July 25-28, 2019

Vendor Application

Business Name (please print) _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-mail _____

Website _____

Description of merchandise to be sold. (Please attach photos of your booth and/or products.)

The 2019 IWC Market will be located in the ballroom of the Student Union Building. Setup will be Wednesday, July 24, and Thursday morning, July 25, 2019, with takedown Saturday night, July 27 and/or Sunday morning, July 28. Booth spaces are 10 ft. x 10 ft. at **\$125 each**.

Number of 10 ft. x 10ft. spaces requested (\$125 ea.) _____ Number of additional tables @ \$10 _____

Total amount enclosed: _____

Do you have a requirement for electricity at your booth? ____ Yes ____ No

Would you be willing to donate items for the Door Prize, Raffle Basket, and/or Silent Auction?
Thank you for your generosity. We will encourage participants to visit the Vendor Hall.

Will you participate in the Door Prize Drawings? ____ Yes ____ No (____ 1 item ____ 2 items)

Will you donate an item to our Raffle Basket? ____ Yes ____ No

Will you donate an item to our Silent Auction? ____ Yes ____ No

Please indicate any special needs/requests:

Terms and Conditions.

1. IWC reserves the right to refuse any vendor based on the appropriateness of the merchandise to the theme of the conference.
2. Booths may not be sublet without written permission of IWC.
3. If you find that you will be unable to attend, on written request, Intermountain Weavers Conference will refund 50% of fees for cancellations between March 1 and May 1, 2019. No refunds will be given after May 1, 2019.
4. The retail sales tax in Durango is currently 7.9%. Sales tax information is available at www.durangogov.org and www.colorado.gov/revenue. All state and local taxes and licensing are the responsibility of the individual vendor. IWC will not pay any local taxes or licensing.
5. The parties intend that an independent vendor relationship be created by this agreement during the period of July 25-28, 2019.
6. Intermountain Weavers Conference, Inc. or its representatives are not responsible for vendor's tax withholding, or licensing. Vendor hereby agrees to indemnify and hold harmless Intermountain Weavers Conference, Inc. and officers or agents thereof from and against all loss, damages, injury, liability, and claims.

By signing this application, you agree to the terms and conditions.

Booth fees must be sent in with this application. Make your check out to "Intermountain Weavers Conference".

Signature _____ Date _____

Gloria Wilkerson, IWC Market Chair
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La Luz, NM 88337
vendors@intermountainweavers.org