

Rocky Mountain Quilt Festival – Loveland, CO – August 19-21, 2011
At the Ranch, Larimer County Fairgrounds, 5280 Arena Circle, Loveland, CO

Thank you for exhibiting at the Rocky Mountain Quilt Festival. We appreciate your support of the show. Below please find information you “need to know.” If you have any questions, please feel free to call our office at 800-473-9464.

Exhibitor Move-In First National Bank Bldg	Thursday, August 18	9 am to 8 pm
Exhibitor Move-In McKee Building	Thursday, August 18	1 pm – 8 pm
Exhibit Hours:	Friday, August 19	10 am – 5 pm
	Saturday, August 20	10 am – 5 pm
	Sunday, August 21	10 am – 4 pm
Exhibitor Move- out	Sunday, August 21	4 pm – 8 pm
Parking	Free Parking	
Electric	\$30 for each vendor	
Phone	\$35 for each vendor	
Internet	FRII for a daily fee	
Sales Tax/Event license	Form found on- line. Total sales tax is 6.7% (2.9% CO State, .8% Larimer Cty, 3.0% City of Loveland)	

Booth furnishings. Booth comes with 3 foot sides, 8 foot backdrop, 1-eight foot unskirted table and 2 chairs and ID sign. You may drape your own table or order drape from the decorator – Robin Event Rental.

Do NOT use staples on the tables. If you staple or damage the table in any way, you will be charged \$200 for each table damaged.

Robin Event Rental is the official show decorator. Table skirting can be ordered from Robin Event Rental as well as 4 and 6 foot tables.

Sales tax and other information. All forms can be found at www.rockymountainquiltfestival.com and will be handed out at the show.

Please respect the attendees and other vendors. **Do NOT begin to tear down your booth until 4 pm, Sunday. This is a liability issue to any attendee that is in the hall and against our policy.**

Hotel: Embassy Suites. The hotel is within walking distance of the Ranch. Located at 4705 Clydesdale Parkway Loveland, Colorado 80538 Phone: (970) 593-6200. Ask for the Rocky Mtn Quilt Festival rate. Rates based on availability.

RV Parking – Call to arrange - is located adjacent to the Indoor Pavilions and Outdoor Arenas, through Gate 5. The cost is \$15 per night and includes 20, 30 or 50 amp electricity only; no dump or water available. To arrange a space, contact Liz Jack, The Ranch Events Complex, 5280 Arena Circle, Loveland, CO 80538 --- Phone 970-619-4000.
ljack@larimer.org