



2023 ANWG Conference  
Riverhouse on the Deschutes  
Bend, Oregon  
June 11-17, 2023  
Marketplace June 15-17, 2023

## VENDOR INFORMATION PACKET

Dear Vendor,

The Association of Northwest Weavers' Guilds (ANWG) 2023 Conference Committee invites you to join us for the 2023 ANWG Conference June 11-17, 2023. This is an opportunity for you to promote your products to fiber artists from the Pacific Northwest, California and three Canadian provinces. We expect hundreds of conference attendees and over 30 participating vendors.

The conference will be held at The Riverhouse on the Deschutes in Bend, Oregon. The Marketplace will be open Thursday, Friday and Saturday, June 15, 16 and 17. More information about the conference, including the hours for workshops, seminars, events, and exhibits, is available at: <https://anwgconference2023.com>

We welcome and encourage textile and equipment vendors, manufacturers, publishers, and educators to display and sell at our event. To reserve your place in the 2023 ANWG Marketplace please complete the attached Application and Contract forms and submit them with your non-refundable \$100 deposit to Charlene Virts, 20475 Karch Drive, Bend, OR 97702

**Set-up Times:** Wed, June 14, Noon—7 PM; and Thurs, June 15, 8 AM—Noon. Loading help will be available during these hours. The Marketplace opens at Noon on Thursday.

**Open Hours:** Thursday June 15, Noon—9 PM – Open to conference attendees only  
Friday June 16, 9 AM—6 PM – Open to the public  
Saturday June 17, 9 AM—5 PM – Open to the public

The Marketplace hall will be unlocked Thursday, Friday and Saturday mornings at 8 AM. A Marketplace representative will be there at 8 AM each day so that vendors can prepare their booths. Vendor booths are expected to be open for the hours listed above.

**Vendor Check-In** will be located in the lower level of the Riverhouse Convention Center. Your booth will be set up with 8' high pipe and drape on three sides and, if requested, tables, chairs and electricity, by noon on Wednesday, June 14. Free WiFi

will be available. We request that vendors unload into the building at the lower level loading area and then move vehicles to the parking lot so others can unload.

**Take-down:** Saturday June 17 from 5:15 to 9:00 PM and Sunday June 18, from 7:00 to 11:30 AM, **All displays must be out of the Marketplace by noon Sunday.**

**Break Room:** A vendor break area will be available with refreshments on Thursday, Friday, and Saturday in the Marketplace. Volunteers will periodically circulate throughout the Marketplace to relieve you for a short break, but they will not be authorized to do any transactions or do anything more than just watch your booth while you are away. Volunteers will not be responsible for any loss or damaged goods.

### **Special Events:**

- Thursday evening shopping event - Marketplace Extravaganza: *Come have an affair with the vendors!* Reception with food and drink 5 – 7:30 PM. Special sale coupons available to conference attendees will be negotiated with each vendor.
- Friday evening keynote address and banquet.
- Saturday evening fashion show and reception.
- We will have a sign-up for a vendor demo time (30 min.-1 hour) to promote a special tool, item, or technique in the Marketplace. Please arrange with the Marketplace Committee Chair, Charlene Virts ([Charlene.anwg@gmail.com](mailto:Charlene.anwg@gmail.com)) if you wish to participate.
- Tables will be available in the Marketplace or the convention center hall and lobby for instructors to sign books Thursday – Saturday.
- Friday and Saturday the Marketplace will be open to the public at no charge.
- We encourage vendors to offer special sale discount coupons, door prizes or other specials in your booth.

**Marketplace Extravaganza:** Heddlecraft® is sponsoring a shopping event, *Marketplace Extravaganza: Come have an affair with the vendors!* on Thursday evening from 5-7:30 PM to encourage ANWG 2023 attendees to visit the marketplace. Heddlecraft® will prepare a digital document to outline ANWG 2023 vendors by providing a 1/4-page ad for vendors that want to participate. There is no charge to vendors to be included in this publication. This ad space would allow vendors to mention new products they would have available or showcase a particular item. This digital document (PDF) will be on the ANWG 2023 website ahead of time for conference participants to download. Heddlecraft® will also have a giveaway during this event. If you are interested in submitting an ad for this publication, please contact Robyn Spady at [robyn@heddlecraft.com](mailto:robyn@heddlecraft.com).

**We look forward to receiving your application and seeing you at ANWG 2023!**



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**Marketplace Vendor Application Form**

Send your completed Application Form, Contract and non-refundable US \$100 deposit to Charlene Virts (Marketplace Committee Chair), 20475 Karch Drive, Bend, OR 97702. Please pay by check or money order payable to 2023 ANWG Conference. Applications are also on-line at <https://anwgconference2023.com>. If you have questions contact Charlene at [Charlene.anwg@gmail.com](mailto:Charlene.anwg@gmail.com).

Business name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Name for tag: \_\_\_\_\_

Names for additional tags: \_\_\_\_\_

For publicity, and to aid us in floor layout, please provide a brief description of what you will be displaying: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Booth Requests:**

The Riverhouse exhibit hall layout is attached. Electricity, WiFi, and volunteer security will be provided. Booth price (\$550) does not include any tables or chairs. Please list the ID number(s) of the booth space(s) you would like and we will try to honor your request (Marketplace floor plan is attached): \_\_\_\_\_.

- |   |        |
|---|--------|
| _____ 10'X10' booth (8' high drape, sides and back) | \$550. |
| _____ Additional 10'X10' booths @ \$450 ea.         | _____  |
| _____ 8' X 30" or _____ 8' x 18" tables @ \$10 each | _____  |
| _____ Chairs (no charge)                            | _____  |

**Total Booth Cost:** \$ \_\_\_\_\_

Would you like to be located near or next to a specific vendor? If so, who? \_\_\_\_\_

## Special Ticketed Evening Events

Tickets requested: \_\_\_\_\_ Friday Banquet and Keynote Speaker \$60  
\_\_\_\_\_ Saturday reception and Fashion Show \$48

Total number of tickets requested: \_\_\_\_\_

**TOTAL COST OF TICKETS:** \$ \_\_\_\_\_

**Total Booth Cost (from previous page)** \$ \_\_\_\_\_

**Evening Events (from above)** \$ \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_

Please pay with a check or money order only in US dollars. Make check payable to 2023 ANWG Conference and mail to: Charlene Virts 20475 Karch Drive, Bend OR 97702

Vendor space is limited. Booth assignments will be made in date-received order. We reserve the right to limit the number of similar vendors. A non-refundable deposit of \$100 is due with your application. The deposit will be returned in full if your application is not accepted. Full payment is due by February 15, 2023. No refunds for vendor cancellations received after April 15, 2023.

**Conference Bags and Door Prizes: We encourage door prize donations (suggested \$50 or less) or discount coupons.**

\_\_\_ Will provide discount coupons for the conference bags.

\_\_\_ Will offer a door prize. Winners of door prize drawings will be announced on the daily blog each morning and posted in the Marketplace. Winners will pick up their prize from the donating vendor booth.

If you checked either or both of the above options, we will contact you with details.

### **CANCELLATION POLICY: Cancellations must be submitted in writing**

Vendor cancellations received before April 15, 2023 – all money refunded less the \$100 nonrefundable deposit. Vendor cancellations received after April 15, 2023 - no refund.

**HALF DAY SEMINARS:** Vendors are invited to attend one seminar of their choice on a space-available basis for \$25. For up to date conference and seminar information visit the website at <https://anwgconference2023.com>

**FORCE MAJEURE:** The Association of Northwest Weavers' Guilds (ANWG), the 2023 ANWG Conference Committee, Weaving Guilds of Oregon (WeGO), and The Riverhouse on the Deschutes shall not be liable or responsible for cancellation of all or part of the conference by reason of circumstances beyond its control, including, but not limited to, acts of civil or military authority, national and state orders and emergencies, labor difficulties, fire, flood or catastrophe, acts of God, insurrection, war, riots or failure of communication or power supply. In the event of a complete cancellation of the 2023 ANWG Conference, all money collected from vendors will be refunded less a possible \$25-\$50 administrative fee to cover outstanding obligations.

**EXHIBITOR RESPONSIBILITY CLAUSE:** To the fullest extent permitted by law, the person/legal entity described as "Exhibitor" in this clause and in this exhibitor contract (regardless whether such person/legal entity is also described as "Exhibitor" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless The Riverhouse on the Deschutes ("Hotel"), Hotel's owner, Hotel's Management Company, and each of their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as the Association of Northwest Weavers Guilds and Weaving Guilds of Oregon ("Groups"), from and against any and all claims or expenses arising out of Exhibitor's use of the Hotel's exhibition premises. **Exhibitor agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the Exhibitor's indemnity obligations in this clause. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Groups shall be named as additional insureds on such policy, and Exhibitor shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. (Send your Certificate of Insurance to Charlene Virts along with your contract or email to [Charlene.ANWG@gmail.com](mailto:Charlene.ANWG@gmail.com)).** The Exhibitor understands that neither the Groups nor the Hotel Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Description of your Business:** What would you like to appear on the ANWG Conference website (at no extra cost):

Business name \_\_\_\_\_

City \_\_\_\_\_ State/province \_\_\_\_\_

Website \_\_\_\_\_

Description of your business/products (up to 100 words):

**2023 ANWG Conference Vendor Contract**

Business name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

1. Application must be submitted with a non-refundable \$100 deposit or full payment in US dollars, by check or money order made out to 2023 ANWG Conference.
2. Applications for Marketplace booths will not be accepted without the required deposit.
3. Full payment is due by February 15, 2023.
4. **All cancellations must be in writing.** Refunds for cancellations received on or before April 15, 2023 will be given, less the \$100 deposit.

**No refunds will be given for cancellations received after April 15, 2023.**

5. Neither The Riverhouse on the Deschutes nor the 2023 ANWG Conference is responsible for any loss or injury suffered or incurred by Vendor or Vendor employees.
6. Abide by the Cancellation and Force Majeure Policy on page 5 of the Marketplace Vendor Application.
7. Provide Comprehensive Liability Insurance as stated in Exhibitor Responsibility Clause on page 5 of the Marketplace Vendor Application.

Requested booth space(s) ID number(s): \_\_\_\_\_

Total Cost for booth(s) and ticketed events: \$ \_\_\_\_\_

I agree to the above-stated conditions:

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this signed contract will be returned to you via email once you are accepted.

FOR Committee USE ONLY	
Contract and Deposit Received _____	Date _____
Total Cost \$ _____	
Full Payment Received \$ _____	Date _____
Insurance Certificate Received _____	Date _____
Space(s) Assigned _____	
Event tickets _____	

ANWG 2023 Conference  
Marketplace Layout

X- space unavailable

Vendor booth spaces are highlighted in blue  
Guild booth spaces are highlighted in green

