

Quilt Show Vendor Chairs

Beginning of the year:

- Show committee to determine cost per booth size, size of booth available, and number of booths available to sell to vendors.
- Visit quilt shows and contact vendors to determine interest in our show.
- Draft invitations and application forms to vendors with sizes and prices. Review with show committee.
- Send letters of invitation with application form to vendors with agreed upon deadline. Request payment and copy of resale license and make checks payable to the guild.
- Present vendor applications received to show committee. Show committee to determine who and how vendors will be chosen from list of vendors.
- Send letter confirming they have been selected as a vendor for the show.
- Keep a list of substitutes in case a vendor has to cancel.

Throughout the year.

- Make a list of each vendor and items they sell for brochure.
- One or both of you attend all quilt show meetings.
- Stay alert for new vendors for future shows.

Month before show:

- Send letters to vendors with final notes on their locations on the floor, maps of the area, invitation to pizza dinner on Friday, dates and times for set up and take down. Give cell numbers of vendor chairs.
- Make up vendor packets: Include name badges, meal menus and costs, time of show, name badges, copy of show program, parking map, and time by which they must be out of gym on Sunday evening.
- Get volunteers to help with set up, measuring, welcoming vendors, etc.

Setup: Friday and Saturday and Sunday show activities

- Chairs should clearly define their duties at the show:
 - Measuring; chairs, tables; parking vendors; vendor packets; collect door prizes; lunch and water to vendors; troubleshoot
- Make extra name badges in case they forgot them.
- Provide waste removal from booths.
- Everyday check on vendors to see that they get lunch and/or coffee and water as needed.
- About 30 minutes before end of show, check that everyone can unplug cords and get things down and out. Some vendors are slow so give a time by which they must be out of the building or the guild will have to pay extra.

Vendor Timeline

| Date | Action | Person | Date Done |
|---------------------|---|--------------------------------------|------------------|
| December/January | Get materials | Previous Chair | |
| February | Meet with chair; discuss her goals/changes, etc. | Vendor chair & show chair | |
| February | Draft letter; share with committee; Finalize letter and application | Show Chair, Committee, Vendor chairs | |
| March | Prepare address labels; copy application and invitation; mail invitation and application | Chairs | |
| March -May | Receive applications | Chairs | |
| May 1 st | Deadline for application | Chairs | |
| May | Team screen applications if necessary | Chairs and 3 others from committee | |
| May | Make up report on vendors for quilt show committee; Give report to quilt show for recommendations; Make list of vendors selected. | Chairs | |
| June | Prepare acceptance letters and denial letters. Get approval from chair. Mail acceptance and denial letters so they are received by June 15th | Chairs | |
| July, August | <i>Prepare list of vendors for brochure</i> | Chairs | |
| September | Draft follow-up letter to vendors; get maps, etc. | Chairs | |
| October | Mail vendor follow-up letters. Get volunteers assigned to help. Prepare vendor packets that include name badges, meal menus and forms, times of show, show program, parking map, times for setup and take down. | Chairs | |
| November 1 | Make extra badges for vendors. Finish up any issues | Chairs | |
| November 12 | Setup Time: Split up duties: measuring booths, chairs/tables, parking vendors; packets; collect door prizes; lunch and water to vendors; trouble shoot; waste removal from booths | Chairs; Volunteers | |
| December 1 | Update books; give to new chairs. | Chairs | |