Decatur Quilters Guild Presents 40th Quilt Fest

October 2020

Dear Merchant:

You are invited to participate in the 40th Quilt Fest presented by the Decatur Quilters Guild. This is the 2020 show moved to a new date in 2021. Our show will be on Friday, April 9, 2021 and Saturday, April 10, 2021.

Show Particulars:

* Held at Decatur Civic Center, 1 Gary Anderson Plaza, Decatur, Illinois
* Theme is Ruby Celebration. Show hours Friday, 10:00 AM to 5:00 PM and Saturday, 10:00 AM to 4:00 PM.
* Vendor break area will be available at 9:30 AM. Coffee, water and tea will be supplied.

Set-up Particulars:

* Starting set-up time Thursday, April 8, 2021 at 8:00 AM. Show badges will be dispensed then.
* Access to arena with vehicle will be allowed (weather permitting) from 8 AM to 11 AM.
* Our venue does not allow last minute changes to booth space, so check requirements carefully.
* Arena rear double doors will be inaccessible after 11:00 AM. Only the small rear door will be open.
* Decatur Civic Center will not allow rolling carts on carpets in their lobby.
* Set-up of your booth must be completed by 3:00 PM.

Overnight Stay:

* Info on overnight lodging and restaurants is being provided by the Decatur Area Convention and Visitors Bureau and we will refer all calls regarding accommodations to them.

During the Show:

* Vendor badges will be provided for you and your helpers. Note: Indicate number required on show Oder Form.
* Be in your booth ready to go 15 minutes prior to doors open.
* Attend your booth throughout entire show. Note: Indicate on show Order Form if you require a relief person.
* FYI the Guild will be holding the first Quilt Fest Quilt Auction on Friday, April 9 starting at 6:00 PM. This event will be held in the meeting rooms outside of the arena area. If you would like information regarding this first time event, check our website at [www.decaturquiltersguild.com](file:///C%3A%5CUsers%5CMary%5CDocuments%5CMY%20DOCUMENTS%5CDQG%5CQUILT%20FEST%5CVENDORS%5Cwww.decaturquiltersguild.com).

Teardown:

* When show closes at 4:00 PM on Saturday, April 10, 202 you may start packing.
* Vehicles will not be allowed into the arena until all quilts are returned to participants and the quilt holding tables have been removed. Usually by 5:45 PM.
* It is first come basis for vehicle access, but we shall attempt to allow those farthest from double doors first access if they are ready to load.
* No vehicles will be allowed to block the driveway to the double doors while loading up.

Fees:

* Deadline for Order Form and fees is March 5, 2021. Checks payable to Decatur Quilt Fest.
* Mail checks and Order Form to Mary Traxler, 9 N. 200 East Rd., Hammond, IL 61929
* Refer to the Order Form for booth space, poles, electrical and table fees.

We look forward to having you as one of our vendors and will seek to make your time here enjoyable.

Sincerely,

Mary Traxler

Address all correspondence to Mary Traxler, 9 N. 200 East Rd., Hammond, IL 61929, mdtraxler@hotmail.com.

217-454-4159

**DECATUR QUILT FEST**

**ORDER FORM**

I will participate in the Merchant Mall at the Decatur Quilt Fest to be held at the Decatur Civic Center, 1 Gary Anderson Plaza, Decatur, IL on April 9, 10, 2021.

I understand that I may begin setting up at 8:00 AM on Thursday, April 8, 2021 and must be finished by 3:00 PM same day.

My requirements are as follows:

\_\_\_\_\_\_Number of booth spaces reserved at $110 per space $\_\_\_\_\_\_\_\_\_\_\_\_\_

 (10 ft wide x 12 ft deep; includes 2 chairs).

\_\_\_\_\_\_Number of poles at $15.00 per set. (Set is: 2 poles and $\_\_\_\_\_\_\_\_\_\_\_\_\_

 1 cross bar for each 10x12 booth). Use poles to hang

 your curtains, sheets or quilts. You are responsible for

 your own curtains or backdrops.

\_\_\_\_\_\_Electrical outlet is needed at $15. (One per merchant) $\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Number of 8 ft tables at $5.00 per table. $\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL ENCLOSED $\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Decatur Quilt Fest and mailed to: Mary Traxler

 9 N. 200 East Rd.

 Hammond, IL 61929

Extras:

\_\_\_\_\_\_\_\_Number of badges required \_\_\_\_\_\_\_\_I require a break helper

OPTIONAL:

I agree to give a one hour talk/demo during the show on the topic of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SHOP NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SHOP ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shop Website address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline for form and fees - March 5, 2021. Checks payable to Decatur Quilt Fest and mailed to:

Mary Traxler, 9 N. 200 East Rd., Hammond, IL 61929.