

Vendor Coordinator

This is a two-person job.

Responsible for:

- Overall, coordinating logistics for vendors.
- Developing list of vendors to solicit.
- Sending out inquiries (12 months prior),
- Attempting to contract vendors with differing kinds of quilt-related products.
- Confirming acceptance (6 months prior),
- Processing fees with treasurer,
- Arranging for correct number of tables for vendors, including rental, delivery, etc., if applicable.
- During set up, assigning vendors to their spaces, taping floor as appropriate.
- Acting as liaison between guild and vendors during the course of the event.
- Providing vendors with breaks during hours of operation.
- Sending thank you letter to vendors within 3 months after event.
- All vendors are required to supply the guild with a “Certificate of Insurance”.
- In 2015, vendors were charged \$100 for an 8ft by 10ft space.
- Providing summary of work done, lessons learned, etc. to Show Chairs to pass on for the next show.

See separate files:

- 2015 Vendor Show Reminder and Confirmation Letter
- 2013 Vendor Invitation Letter
- 2013 Vendor Reservation Form
- 2011 Vendor Confirmation Letter
- 2011 Vendor Confirmation Form
- Older Sample Vendor Correspondence

Possible talking points when contacting vendors:

- New, larger venue
- More spacious
- Proximity to Route 18 and Route 58
- Only seven vendors total
- Incentives? Discount? Free ad?

2015 Show Vendors:

American Folk Art and Craft Supply
1415 Hanover Street, Rte 139
W. Hanover, MA 02339
Michele Stenson
781-871-7277
www.americanfolkartonline.com

Berkshire Quilts
69 Cleveland Street
Pittsfield, MA 01201
Karen Pratt and Kate Mitchell
413-822-8763
www.berkshirequilts.com

Dragonfly's Quilt Shop
799 S. Main Street #17B
Bellingham, MA 02019
Kathryn LeBlanc
508-360-6099
www.Dragonflyquiltshop.com

Heart in Hands
435 Columbian Street
Weymouth, MA 02190
Libby Flanagan
781-803-3831
www.heartinhandsquilts.com

Homestead Quilting and Fabrics
54 Main Street Unit 20
Lakeville, MA 02347
Michelle Medeiros
774-419-3984

2013 Show Vendors:

American Folk Art and Craft Supply
1415 Hanover Street, Rte 139
W. Hanover, MA 02339
Michele Stenson
781-871-7277
www.americanfolkartonline.com

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Weymouth, MA 02190
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The Quilted Gallery
Ann S. Lainhart
P.O. Box 4046
Plymouth, MA 02361
508-224-4245
www.quiltedgallery.com

Purrfect Pastimes
Shelly Hazard
980 West Hollis St.
Nashua, NH 03062
978-758-6838
www.cottonnoveltyfabrics.com

2011 Show Vendors:

Berkshire Quilts
69 Cleveland Street
Pittsfield, MA 01201
Karen Pratt and Kate Mitchell
413-822-8763
www.berkshirequilts.com

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The Sew 'N Vac Connection
Bill Wordell
1678 Falmouth Rd.
Centerville, MA 02632
508-771-5222
www.thesewnvac.com

Cowles Quilting Machine Service, Inc.
Julie A. Cowles
321 Swanton Rd.
St. Albans, VT 05875
802-524-2551
www.cowlesquilting.com