

# Decatur Quilters Guild Presents 41<sup>st</sup> Quilt Fest “WE QUILT OUR TOWN”

January 2023

Dear Merchant:

You are invited to participate in the 41<sup>st</sup> Quilt Fest presented by the Decatur Quilters Guild. Our show will be on Friday, April 14, 2023, and Saturday, April 15, 2023.

- Held at Decatur Civic Center, 1 Gary Anderson Plaza, Decatur, Illinois
- Theme is “We Quilt Our Town”. 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.
  
- Starting set-up time Thursday, April 13, 2023, 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.
  
- 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.
  
- Vendor badges will be provided for you and your helpers. Note: Indicate number required on show Order 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.
  
- The Quilt Auction will be part of the Quilt Fest and will take place in the arena. Vendors may place quilts for sale in the auction. Registration forms enclosed.
  
- Do not begin packing until the show closes at 4:00 PM on Saturday, April 15, 2023.
- 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.
  
- Deadline for Order Form and fees is March 31, 2023. 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 14, 15, 2023.

I understand that I may begin setting up at 8:00 AM on Thursday, April 13, 2023 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). \$ \_\_\_\_\_

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

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

\_\_\_\_\_ Draped Poles will be provided behind each booth at no charge.

DO NOT PIN ANY DISPLAY TO THE DRAPES.

CLAMPS OR S HOOKS WILL BE PROVIDED WHEN NEEDED

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

\_\_\_\_\_ I plan to participate in the Quilt Fest Quilt Auction.

**Quilt Fest asks that each vendor donate one item to be used in the door prize drawings.**

OPTIONAL:

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

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

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

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

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

Email \_\_\_\_\_

Deadline for form and fees - March 31, 2023. Checks payable to Decatur Quilt Fest and mailed to: Mary Traxler, 9 N. 200 East Rd., Hammond, IL 61929.