

Decatur Quilters Guild Presents 42nd Quilt Fest "COLOR THEM HEROES"

October 2024

Dear Merchant:

You are invited to participate in the 42nd Quilt Fest presented by the Decatur Quilters Guild. Our show will be on Friday, May 2, 2025, and Saturday, May 3, 2025.

- Held at Decatur Civic Center, 1 Gary Anderson Plaza, Decatur, Illinois
- Theme is "Color Them Heroes". Show hours Friday, 10:00 AM to 5:00 PM and Saturday, 10:00 AM to 3:00 PM
- Vendor break area will be available at 9:30 AM. Coffee, water, and tea will be supplied.

- Starting set-up time Thursday, May 1, 2025 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.

- Do not begin packing until the show closes at 4:00 PM on Saturday, May 3, 2025.
- 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 April 21, 2025. Checks payable to Decatur Quilt Fest.
- Mail checks and Order Form to Cheryl Feyen, 97 Wisconsin Dr, Decatur, IL 62526.
- 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,

Cheryl Feyen

Address all correspondence to Cheryl Feyen, 97 Wisconsin Dr, Decatur, IL 62526, cfeyen@yahoo.com.
217-358-5138

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 May 2, 3, 2025.

I understand that I may begin setting up at 8:00 AM on Thursday, May 1, 2025 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: Cheryl Feyen
97 Wisconsin Dr.
Decatur, IL 625226

Extras:

_____ Number of badges required _____ I require a break helper

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 - April 21, 2025. Checks payable to Decatur Quilt Fest and mailed to: Cheryl Feyen, 97 Wisconsin Dr, Decatur, IL 62526.