

UQG QUILT SHOW HANDBOOK – VENDOR SUPPORT

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Document Revision History

Revision #	Revision Date	Revised By	Notes
NEW	2-16-26	Janice Hinson & Marina Gill	<ul style="list-style-type: none">• This is the first/original set of Quilt Show Vendor Support documentation
			<ul style="list-style-type: none">•
			<ul style="list-style-type: none">•
			<ul style="list-style-type: none">•
			<ul style="list-style-type: none">•

6.0 – Overview - Vendor Support Team

The guild's quilt show typically has participation from a number of vendors both nonprofit and for-profit. The Quilt Show chair will determine how many vendor spaces are available, as well as the goal for number of paid vendors and the price per table.

Providing there's sufficient space, it's highly recommended to have a Vendor Support table set up at the quilt show that is manned by the Vendor Chair and Co-Chair. It should be easily accessible and within view of all vendors. Also highly recommend an "issues" bulletin board where vendors can post any issues/help required. This provides an easy and efficient way to track issues, status and final resolution by having 3 columns (new requests, requests in progress, completed requests).

The vendor chair and co-chair should wear "Vendor Support" badges during the show and rotate checking on vendors for support. At times, watching their booths/tables so they could step away for a minute to eat or use the restroom. The vendor support process received extremely positive feedback from vendors.

In the months preceding the Show, the Vendor Chair periodically emails progress updates on the vendor solicitations to the Quilt Show Chair and the vendor co-chair. (ie: Total number of vendors solicited (broken down by profit and non-profit, total number of contracts/payments received, etc.)

Note: The content in this section of the handbook was written by Janice Hinson and Marina Gill, Chair and co-chair of the 2025 Quilt Show Vendor Support team.

6.1 - Roles & Responsibilities - Vendor Support Team

Roles:

- Chairperson
- Co-Chair
- Additional volunteers/helpers as needed

Responsibilities:

(Note: For the 2025 Quilt Show, the Vendor Support Team determined which role(s) were responsible for the following responsibilities, or if they would be shared. The Chairperson had the responsibility to oversee the vendor support team responsibilities and ensure they were all performed)

- Work with Quilt Show committee, guild members, and referrals to identify potential Show vendors
- Correspond with potential vendors, and track contacts/communications
- Develop, update and send Vendor Solicitation letter to potential vendors
- Develop, update and distribute Vendor Contract Forms (one for profit businesses, and one for non profit vendors)
- Develop, update and distribute a Vendor Feedback form to all participating vendors
- Track progress and needs of vendors leading up to the quilt show
- Provide support to vendors before, during setup, during show and with take-down
- Resolve issues that arise from vendors before and during quilt show
- Collect payment from for-profit vendors
- Create, update and distribute "Vendor Information Packet" to all participating vendors
- Create placards/booth signage for each vendor for the show
- Develop Vendor Booths Layout
- Greet vendors on setup day
- Following the show, update the handbook documentation as needed

6.2 – Inputs & Outputs**INPUTS:**

Item	Provided By	Provided To
Vendor Contracts (2 types: Profit and NonProfit)	<ul style="list-style-type: none"> Vendor Chairperson 	<ul style="list-style-type: none"> Vendors
Vendor booth count targets: <i>Total counts of number of profit and nonprofit vendors</i>	<ul style="list-style-type: none"> Quilt Show Chairperson 	<ul style="list-style-type: none"> Vendor Chairperson
List of potential vendors	<ul style="list-style-type: none"> Various 	<ul style="list-style-type: none"> Vendor Chairperson
“Vendors Choice” Quilt Show Voting Ballot	<ul style="list-style-type: none"> Vendor Chairperson 	<ul style="list-style-type: none"> Vendors (provided to vendors on first day Quilt Show)

OUTPUTS:

Item	Provided By	Provided To
Vendor booth facility layout – a map of vendor area and location of each vendor	<ul style="list-style-type: none"> Vendor Chairperson 	<ul style="list-style-type: none"> Vendors Quilt Show Chairperson Facility setup Chairperson
Signed contracts and booth payment	<ul style="list-style-type: none"> Vendors 	<ul style="list-style-type: none"> Guild treasurer Vendor Chairperson
Confirmed vendor reports	<ul style="list-style-type: none"> Vendor Chairperson 	<ul style="list-style-type: none"> Quilt Show Chairperson Vendor committee members
Vendor Booth Placards	<ul style="list-style-type: none"> Vendor Chairperson 	<ul style="list-style-type: none"> Vendor booths
Vendor Feedback Form	<ul style="list-style-type: none"> Vendor Chairperson 	<ul style="list-style-type: none"> Vendors
Vendor Show Information Packet	<ul style="list-style-type: none"> Vendor committee 	<ul style="list-style-type: none"> Confirmed show vendors
“Vendors Choice” Quilt Show Completed Ballot	<ul style="list-style-type: none"> Vendor Chairperson 	<ul style="list-style-type: none"> Quilt Show Chair

6.3 – Key Milestones/Timeline

Timeline	Key Milestone
3-6 months before the Show	<ul style="list-style-type: none"> <input type="checkbox"/> Draft a list of potential vendors with their contact info <input type="checkbox"/> Find out what the vendor booth fee and size will be <input type="checkbox"/> Set up a method of tracking vendor solicitations, responses, booth sizes, etc. <input type="checkbox"/> Draft the paid and nonprofit vendor contracts <input type="checkbox"/> Draft up the first solicitation contact and send it out to vendors <input type="checkbox"/> Respond to solicitations as needed <input type="checkbox"/> Ensure that the guild treasurer has deposited vendor booth reservations payments <input type="checkbox"/> Respond back to vendors that have sent in a contract/payment to confirm their participation <input type="checkbox"/> Follow up with vendors that haven't responded
1 month before the Show	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize the list of confirmed vendors <input type="checkbox"/> Work with the Quilt Show Facilities Chair regarding the layout

	and assignment of vendor booths. <input type="checkbox"/> Provide that list to the Quilt Show Chair, the Quilt Guild President, and the Quilt Show Program Chair <input type="checkbox"/> Draft up a Vendor Feedback Form <input type="checkbox"/> Draft up a Vendor Information packet
1 month before the Show	<input type="checkbox"/> Send out the Vendor Information packets
2 weeks before the Show	<input type="checkbox"/> Finalize the vendor facilities layout
During Show Setup	<input type="checkbox"/> Set up and man a Vendor Support booth <input type="checkbox"/> Provide a method for vendors to let you know their needs (ie: Vendor Support Board) <input type="checkbox"/> Post signage in the facility for vendor booth assignments, loading/unloading zones, Vendor Support booth, etc. <input type="checkbox"/> Ensure that the vendors have what they need in the way of electrical power, etc. for their booths
During the Show	<input type="checkbox"/> Man the Vendor Support Booth <input type="checkbox"/> Respond to vendor's help needed requests <input type="checkbox"/> Hand out/collect the Vendor Feedback Forms
After the Show	<input type="checkbox"/> Assist with Vendor area tear down <input type="checkbox"/> Turn in Vendor Feedback Forms to the Quilt Show Chair <input type="checkbox"/> Update the Vendor Support Team handbook content as needed

6.4 - Policies

Topic	Policy
Booth Reservation	<ul style="list-style-type: none"> • Vendor booth(s) must be reserved in advance of the show, by submitting a signed contract and full payment for paid vendors • Booth sizes start at one 10x10' booth, and are offered to vendors as increments of full and also half booths (ie: 1.0, 1.5, 2.0, 2.5, etc.)
Payment	<ul style="list-style-type: none"> • Vendors must submit full payment at time of reservation • The guild's Treasurer is responsible for receiving all payments and depositing them in the bank
Refunds	<ul style="list-style-type: none"> • No policy exists about refunds to vendors for booth reservations • In 2025, we had a vendor who had paid but then had a family medical emergency prior to the Show, and contacted us to let us know. The vendor chairperson contacted the Guild President/Quilt Show Chair to find out how to respond, and in that instance, she approved a full refund to the vendor

6.5 - Advertising

For the 2025 Quilt Show, we offered free advertising to vendors who wanted it, on our guild website and Facebook page. We realized afterwards that it would have been a good idea to have included this in the original vendor contact email.

Checklist for advertising

- ☐ Ask the vendor whether or not they want to participate in our free advertising
- ☐ If they do, you'll need the following information/artifacts from them:
 - Company or Non-Profit name, contact info, etc.

- A description of them and/or what they'll have at their booths
- Any graphic files that they wish to have displayed (you'll need to get digital copies of those artifacts, such as logo, photos, etc.
- For vendors that do want to participate and have provided you with their ad info, add that to the guild website, and also provide it to the guild's Facebook admin (for 2025, the admin was Monique Damiano.)

Artifacts from the 2025 Show vendor advertising can be found in this handbook's Appendix.

6.6 - Key Artifacts (Appendices)

Artifact	Appendix
Vendor Tracking Sheet	A
Vendor Solicitation/initial contact (Used with for with Non-Profit organizations)	B
Vendor Solicitation/initial contact (Used with for Profit organizations)	C
Vendor Contract (Used with Non-Profit organizations only)	D
Vendor Contract (Used with For Profit businesses/orgs)	E
Vendor Feedback Form	F
2025 Vendor Feedback Summary	G
Vendor Information Packet	H
List of vendors that participated in the 2025 Quilt Show	I
Booth Signage	J
Vendor Advertising	K

APPENDIX A – Vendor Tracking Sheet (Sample)

Note: Prepare and fill out a sheet for each vendor you solicit. Retain sheet and update as needed.

Vendor Information

Company Name	ABC Quilting Supply
Contact Name(s)	John Doe
Address	12345 That Street, Pickens, SC
Phone	(555) 123-4567
Email	ABCquilting@gmail.com
Vendor Type	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Profit
Vendor Booth Description	Quilting fabrics, notions, patterns,
Will vendor be participating in the Show?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

Contact Log

Date	Type of contact	Type
6/1/25	Sent initial solicitation to vendor	email
6/20/25	Received vendor's signed contact/payment	USPS
6/21/25	Sent confirmation to vendor that contract/payment has been received	Email
9/1/25	Sent vendor information packet to vendor. Requested vendor provide any graphics/info they want posted on our website and in the show program	Email
9/15/25	Received graphic files/info from vendor	Email
9/20/25	Updated the website with the vendor graphics/info	Website

Vendor's Show Booth Preferences:

# Booths	1.5
# Tables	2
# Chairs	3

APPENDIX B – Vendor Solicitation/initial contact (Sample for Non-Profit Orgs)

Note: Send an email and/or letter to each potential vendor. Track and save this contact.

Hello!

My name is Janice Hinson, and I'm with the Upcountry Quilters Guild. Our guild's quilt show is this fall, October 10-11, 2025. It will be held at The Market at the Mill facility in Pickens. We'd love to have you join us as a nonprofit vendor.

Booth spaces are limited, so if you're interested, please fill out the attached contract and mail it back to me ASAP. Upon receipt of a signed contract, we will reserve your spot.

Here's a quick overview. Please let me know if you have any questions or need additional information.

There is no fee for a 10'x10' booth for non-profit organizations.

- We can provide tables and chairs for you at no cost if you let us know in advance what you need
- Electrical outlets are available, but you will need to bring any extension cords needed for your display
- The quilt show will be located in a venue space at the Market At The Mill facility. Vendors can use the facility's rear doors for moving their materials and supplies into the building. The Market At The Mill is located at 225 Pumpkintown Hwy, Pickens SC 29671
- Booth and show set up is on Thursday October 9th, from 10 AM to 3 PM. A large door with a loading dock is available, as well as a limited number of moving dollies
- The quilt show times are 9am - 4pm (Friday and Saturday, Oct. 10-11, 2025)
- The guild plans on having a kitchen area where we will have food and drinks available to guild members and vendors at no cost

We're looking forward to Show and would love to have you join us as a vendor!

Thanks again!

Janice Hinson, Upcountry Quilters Guild 2025 Quilt Show Vendor chair
Marina Gill, Upcountry Quilters Guild 2025 Quilt Show Vendor co-chair

You can find out more about our guild on our website: <https://upcountryquiltersguild.com>

APPENDIX C – Vendor Solicitation/initial contact (Sample for Profit Businesses)

Note: Send an email and/or letter to each potential vendor. Track and save this contact.

Hello!

My name is Janice Hinson, and I'm with the Upcountry Quilters Guild. Our guild's quilt show is this fall, October 10-11, 2025. It will be held at The Market at the Mill facility in Pickens. We'd love to have you join us as a nonprofit vendor.

Booth spaces are limited, so if you're interested, please fill out the attached contract and mail it back to me ASAP. Upon receipt of a signed contract, we will reserve your spot.

Here's a quick overview. Please let me know if you have any questions or need additional information.

Booth fees are \$100 for each 10'x10' space. Let us know if you need more than one booth space, which can be in full or half booth increments. (For example, 1.5 booth spaces).

- We can provide tables and chairs for you at no cost if you let us know in advance what you need
- Electrical outlets are available, but you will need to bring any extension cords needed for your display
- The quilt show will be located in a venue space at the Market At The Mill facility. Vendors can use the facility's rear doors for moving their materials and supplies into the building. The Market At The Mill is located at 225 Pumpkintown Hwy, Pickens SC 29671
- Booth and show set up is on Thursday October 9th, from 10 AM to 3 PM. A large door with a loading dock is available, as well as a limited number of moving dollies
- The quilt show show times are 9am - 4pm (Friday and Saturday, Oct. 10-11, 2025)
- The guild plans on having a kitchen area where we will have food and drinks available to guild members and vendors at no cost


We're looking forward to Show and would love to have you join us as a vendor!

Thanks again!

Janice Hinson, Upcountry Quilters Guild 2025 Quilt Show Vendor chair
Marina Gill, Upcountry Quilters Guild 2025 Quilt Show Vendor co-chair

You can find out more about our guild on our website: <https://upcountryquiltersguild.com>

APPENDIX D – Non-Profit Vendor Contract Form (Sample)

	2025 UpCountry Quilters Guild Quilt Show - October 10 & 11, 2025 Market at the Mill, 225 Pumpkintown Hwy, Pickens SC 29671
	Vendor Contract Form (Non-Profit Organizations)

Vendor Contact Info

Non-Profit Organization Name	
Contact Name	
Address	
City, State, Zip	
Phone	

Vendor Info for Quilt Show program and Show advertising purposes:

Description of your organization/what you'll have in the booth	Vendor Contact Info

Note: If you have a logo or other graphics that you'd like us to use for advertising your participation in the Show, please email those to janicelhinson@gmail.com

As a nonprofit organization, we can provide you with a 10'x10' vendor space at no cost.

Number of vendor booth spaces you want (ie: 1, 1.5, 2., 2.5, etc.)	
Number of tables you would like us to provide at no charge to you <i>Note: Table sizes vary, but they are approximately 2-4' x 7-8'</i>	
Number of chairs you would like us to provide at no charge to you	

Quilt Show Vendor Booth details:

- Electrical outlets are available, but you will need to bring your own extension cords
- The show will be located in a room at the back of the Market at the Mill facility, and vendors will have the ability to use the rear doors for moving their materials and supplies into/out of the building
- Quilt Show set up is on Thursday October 9th, from 11 AM to 3 PM
- The quilt show times are 9am - 4pm (Friday and Saturday, Oct. 10-11, 2025)
- The guild plans to have a kitchen area where we will have light food and drinks available to guild members and vendors at no cost


Please complete this form and return it no later than September 1, 2025.

We encourage you to lock in your space ASAP - vendor spaces are limited and will be awarded on a first-come basis, once the signed contract is received by the guild.

Please send the signed and completed contract to: UpCountry Quilters Guild, PO Box 1493, Pickens, SC 29671, Attn: Janice Hinson

Vendor Signature: _____ Date: _____

APPENDIX E – For Profit Vendor Contract Form (Sample)

	2025 UpCountry Quilters Guild Quilt Show - October 10 & 11, 2025 Market at the Mill, 225 Pumpkintown Hwy, Pickens SC 29671
	Vendor Contract Form (Profit)

Vendor Contact Info

Business Name	
Contact Name	
Address	
City, State, Zip	
Phone	

Vendor Info for Quilt Show program and Show advertising purposes:

Description of your business/what you'll have in the booth	Vendor Contact Info

Note: If you have a logo or other graphics that you'd like us to use for advertising your participation in the Show, please email those to janicelhinson@gmail.com

The vendor booth fee is \$100 for each 10'x10' vendor booth space

Number of vendor booth spaces you want (ie: 1, 1.5, 2., 2.5, etc.)	
Number of tables you would like us to provide at no charge to you <i>Note: Table sizes vary, but they are approximately 2-4' x 7-8'</i>	
Number of chairs you would like us to provide at no charge to you	

Quilt Show Vendor Booth details:

- Electrical outlets are available, but you will need to bring your own extension cords
- The show will be located in a room at the back of the Market at the Mill facility, and vendors will have the ability to use the rear doors for moving their materials and supplies into/out of the building
- Quilt Show set up is on Thursday October 9th, from 11 AM to 3 PM
- The quilt show times are 9am - 4pm (Friday and Saturday, Oct. 10-11, 2025)
- The guild plans to have a kitchen area where we will have light food and drinks available to guild members and vendors at no cost

Please complete this form and return it with payment no later than September 1, 2025.

We encourage you to lock in your space ASAP - vendor spaces are limited and will be awarded on a first-come basis, once the signed contract is received by the guild.

Please send the signed and completed contract to: UpCountry Quilters Guild, PO Box 1493, Pickens, SC 29671, Attn: Janice Hinson

Vendor Signature: _____ Date: _____

APPENDIX F – Vendor Feedback Form

	<p style="text-align: center;">2025 UpCountry Quilters Guild Quilt Show October 9 (Set up), October 10 & 11, 2025 (Quilt Show)</p> <p style="text-align: center;">Vendor Feedback Form</p>
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Your participation as a vendor in our Quilt Show is an invaluable element to helping us have a successful and enjoyable Show. Thank you!

To help us improve our future Shows, we'd love your feedback as a vendor on what you think went well, what you think could have been better, as well as any other feedback you may have. Please feel free to add additional comments on the back of this form.

- Whether it's about logistics, communications, booth set up, overall experience or anything else, we want to hear your insights
- Our goal for future Shows is to maximize things that go well and minimize ones that don't

Thanks again for being part of our Quilt Show – we look forward to hearing your feedback!

What went well	
What could have gone better	
Other feedback	

Vendor Name/Booth (optional) _____ Date _____


You can return this form to us either during the Show at the Vendor Support booth, after the Show (by mail: PO Box 1493, Pickens, SC 29671), or by email (janiceLhinson@gmail.com). Thank you!

APPENDIX G – 2025 Quilt Show - Vendor Feedback Summary

What went well	<ul style="list-style-type: none">• Advertisement was real good and the people were very excited with the Show• Everyone was very helpful and the food was great!• Loved the vendor support!• Loved the hours!• Well organized, appreciated the help setting up• Communication beforehand was very helpful.• Coffee was fresh and hot!• Good food• Show was well advertised.• There was a good flow on Saturday.• The food and snacks were great. So appreciated.• We like the vendor support people asking if we needed anything• It was great that the facility swabbed the floors right before the Show, but a vendor spotted that the machinery had left a trail of grease spots on the floor, which we had to manually clean up to make the vendor area safe
What could have gone better	<ul style="list-style-type: none">• Nothing that I can think of right now• Provide shorter tables or taller chairs (<i>Handbook editor's note: The tables that Market the the Mill provided were very large.</i>)• Wish the booth size could have been 2 feet wider• We would have liked to have music playing in the background• Would have liked more air movement
Other feedback	<ul style="list-style-type: none">• On the Vendor contract forms, show the possible booth size options (<i>Handbook editor's note: On the 2025 contracts, we didn't mention that booth sizes could be in increments of .5 after the first one. This has been changed in the sample contracts included in this Handbook document</i>)• Thanks for a nice Show. Would love to come back in 2027 (Sweetheart Farms/Patsy Winkel)• Great job! Thank you!• Loved the second time booth

APPENDIX H – Vendor Information Packet

Note: The same packet is given to the for-profit and the non-profit Show vendors

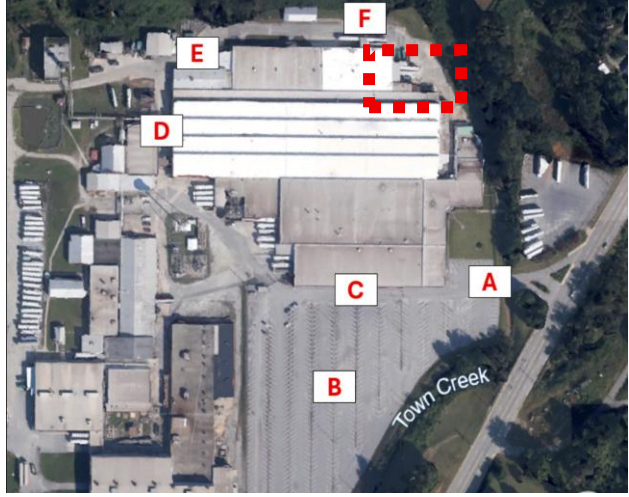
	<h3>Welcome!</h3> <ul style="list-style-type: none">• Welcome to the Upcountry Quilters Guild Quilt Show. The Guild has been holding a bi-annual quilt show since 1992.• From all of us - thank you for joining us in making this an exciting show this year• This packet is to provide you with information to make your participation as smooth as possible
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Location, Time, Parking, Unloading and Loading

- The quilt show will be held at The Market at the Mill
 - 225 Pumpkintown Hwy, Pickens SC
- The quilt show is October 10 – 11, 2025 9am to 4pm
- Vendors should plan to arrive Friday and Saturday by 8:45am to set up for the day
- Show setup day and time is Thursday October 9 from 11am to 3pm

Market at the Mill facility – Loading, Unloading, Parking & Event

Location

	<ul style="list-style-type: none">• Vendors can park in lots designated B or F• Vendors can use the doors E and F to load and unload, but do not permanently park at E• The facility's front door is designated by C• The quilt show will be located in the warehouse space inside of the building, in a back section, near F. (See the dotted red area on the map.) <p>Notes:</p> <ul style="list-style-type: none">• A is the main driveway entrance location off of Hwy. 8• To get to E and F, drive on the narrow alley roadway located between C and D. It will route you around to an area behind the Market At The Mill building.
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Refreshments

- The Market at the Mill has a small kitchen area
 - There is not a refrigerator, stove or microwave
 - There will be coolers of ice and bottled water
- The Upcountry Quilters Guild will provide food and drinks for all vendors to enjoy on Friday and Saturday
 - Light breakfast of pastries and muffins
 - Lunch will consist of soups, light snacks and of course some sweets
- There will not be any refreshments provided on Thursday
- You are welcome to bring your own food and use the kitchen if you wish

Vendor Support

- There are two guild members who will be dedicated to helping all vendors
 - Janice Hinson, cell: (###) ###-####
 - Marina Gill , cell: (###) ###-####
 - **Upon your arrival Thursday, please check in with either Janice or Marina.** They will give you a Vendor Badge (see next page for a photo of the badge), escort you to your booth, and answer any questions or concerns you might have
- During the quilt show, a Vendor Communication Board will be placed near the vendors area, to centralize communication between Vendors and Vendor Support
 - Please use it to let us know if you need something or have issues
 - It will be used It will be regularly monitored by Vendor Support
 - You can easily track the progress of your request via the board

Facility Support

- Tables and chairs will be provided to vendors at no cost, per the contract
- Vendors are responsible for providing any table coverings
- Power will be available, but vendors are responsible for providing any extension cords they may need
- Public restrooms are located throughout the Market At The Mill facility

Vendor Badges

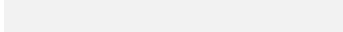


Vendors will be provided with badges.

Please wear your badge when you're in the Show facility

Note: Guild members will be wearing member badges during the Show.

APPENDIX I – 2025 Quilt Show – List of Participating Vendors

UQG 2025 Quilt Show Vendors			
Company/Organization	Description	Contact Name	Vendor Type
Benefit For Carol Morrow (864) 382-1556 georgia.shelton57@gmail.com	Cancer funds raising booth (referred by Cheryl B.)	Georgia Shelton	Non-Profit
Buttons & Back When (864) 710-4161 lckarns201@gmail.com	vintage sewing items, fabrics, patterns, kits, and lots of vintage and antique buttons	Laura Karns	For-Profit
DeGrave Sewing Machine Repair (706) 498-2185 michaelhdegrave@bellsouth.net	Scissor Sharpening & Sewing Machine Service & Repair	Michael DeGrave	For-Profit
Doc's Woodworking (864) 431-9226 sjmercer1@outlook.com	Wood furniture from sewing machine cabinets	Scott Mercer	For-Profit
Pickens/ Oconee Quilts of Valor (864) 630-9765 RightCoastSis@att.net	QOV	Beth Eastman	Non-Profit
Recraft Creative Reuse Center (937) 823-8663 care@recraftgvl.org	Craft and sewing supplies	Carolyn Woody	Non-Profit
Sweetheart Farm (864) 888-7202 patsywinkel2@gmail.com	Wool Pincushions	Patsy Winkel	For-Profit
UHQT - Upstate Heritage Quilt Trail (864) 973-3921 info@uhqt.org	Barn quilts	Cindy Blair	Non-Profit
VENDOR SUPPORT 	Guild Vendor Support	Janice Hinson & Marina Gill	Non-Profit
Willowlark Quilt Studio (610) 517-1255 delia@willowlark.com	Pin cushions	Delia Dorn	For-Profit

APPENDIX J – 2025 Quilt Show Vendor Booth Signage (Sample)

Placards were printed on 8-1/2” x 11” white cardstock, and were pinned to the front of the vendor booths prior to vendor setup, so it was clear which vendors were in which booths.

As shown on the bottom of the placard, having a notation on the placard about the number of booths, tables and chairs for that vendor was also helpful during setup.



APPENDIX J – Vendor Advertizing (Samples)**Guild website:** <https://upcountryquiltersguild.com/>

- A tabbed web object. The first tab contained a list of vendors, and there was a tab for each vendor with whatever information/graphics they wanted used with advertising

Quilt Show Vendors

Vendors Buttons & Back When DeGrave Sewing Machine Repair Doc's Woodworking Recraft QOV


Sweetheart Farm UHQT Willowlark Studio

- Buttons & Back When
- DeGrave Sewing Machine Repair
- Doc's Woodworking
- Pickens/Oconee Quilts of Valor
- Recraft Creative Reuse Center
- Sweetheart Farm
- UHQT – Upstate Heritage Quilt Trail
- Willowlark Quilt Studio

Quilt Show Vendors

Vendors Buttons & Back When DeGrave Sewing Machine Repair Doc's Woodworking Recraft QOV

Sweetheart Farm UHQT Willowlark Studio



Recraft Creative Reuse Center

2439 Laurens Rd, Greenville, SC 29607
(864) 365-6456
Store Hours: Wed-Sat, 10AM – 6PM

make@recraftgvl.org

Stop by the booth to participate in a hands-on activity utilizing re-used materials!

Guild's Facebook page: <https://www.facebook.com/groups/638395638260987>

Here are some of the ads that were created and posted for the vendors on our Guild's Facebook page. These were created by and posted by Monique Damiano.



Meet Our Quilt Show Vendor



Quilters Neighborhood Quilt Show | Oct. 10-11, 2025

Get your scissors sharpened or machine repaired by DeGrave Sewing Machine Repair at our quilt show!



Meet Our Quilt Show Vendor



Quilters Neighborhood Quilt Show | Oct. 10-11, 2025

Discover fabrics, notions, patterns, and handmade quilts from Willowlark Quilt Studio at our show!

APPENDIX K - Vendor Support Booth

The Vendor Support Booth at the 2025 Quilt Show was set up with the following:

- Large table
- 2 chairs behind the table
- “Vendor Support” placard taped to the front of the table so it was easily visible
- Easel with a 3 columned “Support Requests” bulletin board, with index cards, push pins and Sharpie marker
- Extra pens, pencils, and scrap paper
- Bottled water (we didn’t have it at the booth for the Show, and it would have been helpful for the vendors if we did)
- Vendor Feedback Forms
- Vendor Feedback Form collection basket
- Vendor Booth layout diagram
- List of vendors, contact information, etc.
- Clipboards with paper and pens for use if needed

Here’s a sample of what the “Support Requests” bulletin board looked like.

- Vendors would pin their help needed request to the “New Requests” column,
- The vendor support team would work and then complete the request, moving the request note to the corresponding column. Vendors could easily status their request by looking at the board.

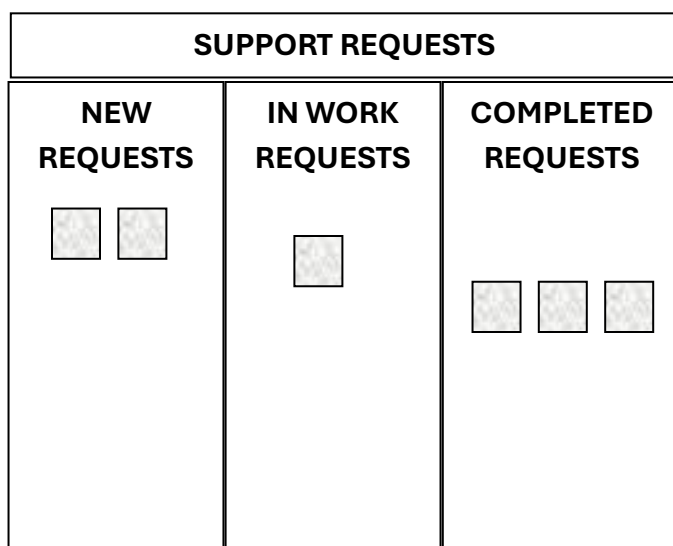


DIAGRAM KEY

 Request