

August 24, 2022 (via email attachment)

Dear Vendors,

The South Bay Quilters Guild of Torrance, CA is happy to announce our quilt show, **Garden Party**, will be held February 18<sup>th</sup> & 19<sup>th</sup>, 2023, at the Torrance Cultural Arts Center, 3330 Civic Center Drive, Torrance CA. This is the same facility we have used in the past.

The vendor mall setup is on Friday, February 17<sup>th</sup> from 2:00pm to 8:00pm. Vendors are required to participate on both Saturday and Sunday. The show hours for Saturday and Sunday are 10:00am to 4:00pm. All vendors will have until 6:30pm on Sunday to break down their booth. We will have assistance if needed.

The quilts on display will be located in the Toyota Meeting Hall with our vendor mall, food court, and raffle baskets in the Ken Miller Recreation Center which is right across the inner courtyard. We are looking forward to an exciting show with many wonderful quilts, quilt auction, our Bloomin' Fantastic Opportunity Quilt, and of course, a great vendor mall! Our attendees have told us they look forward to visiting the quilt show vendors as much as seeing the beautiful quilts on display. We hope you will decide to be part of our show.

Attached please find the vendor mall application. Pipe and light gray drape, tables and chairs, and electricity are all included in your booth fee. You will find our booth fee schedule on the application attached to this letter. Our available booth sizes are also listed on the application. We can adjust our booth sizes to meet your needs as long as we have open space in the mall.

To secure a booth at our show, please mail the following items listed below to my attention:

- 1) The attached 2 page application, completed and signed
- 2) Your check made payable to South Bay Quilters Guild

Mail to: **Gale Valentini**  
**3901 Via Cardelina**  
**Palos Verdes Estates, CA 90274**

The City of Torrance requires that all vendors purchase a transient business license for the show weekend. You may find the form and information about this license at the City of Torrance website under Business License Applications.

Your full payment is due by December 1<sup>st</sup> however there is an early bird discount if postmarked by October 1<sup>st</sup>. Please feel free to contact me at (707) 799-5914 cell (call or text) or email [MGVAL@Sonic.net](mailto:MGVAL@Sonic.net) if you have any questions.

Your payment is fully refundable less a \$25 administrative fee until January 15, 2023. After that no refunds will be made unless we can replace you from our wait list. Certain exceptions may be made for emergencies, so be sure to call me as soon as possible if you find you must cancel.

**Please note our Sale policy:** Each vendor may advertise and sell **one** particular item as a “Show Special” up to 20% off regular price. This could include a boxed set of thread, a set of rulers, etc. Vendors may also discount their general merchandise up to 15% as desired. No further discounts may be given with the exception of larger items such as sewing machines or furniture. There is no restriction for pricing of these larger items.

**Please note COVID-19 protocols:** We will adhere to all CDC, federal, state and local (Los Angeles County) mandates which include COVID-19 protocols at the time of the quilt show. Los Angeles County strongly recommends wearing of a mask but does not require it while indoors at the quilt show or during setup and break down. Please take this into consideration when completing your application.

Thank you for taking the time to look over our show information. Feel free to contact me with any questions. We look forward to a wonderful quilt show and vendor mall next February and I hope to see you there.

Sincerely,

*Gale Valentini*

Vendor Chair, SBQG 2023 Quilt Show  
(707) 799-5914 cell (call or text)  
Email: MGVAL@Sonic.net

## Vendor Mall Application – Page 1 February 18<sup>th</sup> & 19<sup>th</sup>, 2023 (Set up Friday, Feb 17<sup>th</sup>)

       Yes, I wish to join the vendor mall. Please provide the following booth space. (Select the booth size of your choice; I will contact you if it is not available with options). We may adjust room location of booths based on vendor applications received and room layout. If you require a different size booth than displayed below, please call me to discuss availability and price.

Auditorium Booths (Ken Miller Rec Center) *							
	Early Bird Discount Postmark by October 1, 2022		Paid after Oct 1 <sup>st</sup> no later than December 1, 2022			Tables	Chairs
Booth Size							
10x10	\$225		\$250			2	2
10x12	\$270		\$300			2	2
12x12	\$324		\$360			2	2

Assembly Room Booths (Ken Miller Rec Center) *							
	Early Bird Discount Postmark by October 1, 2022		Paid after Oct 1 <sup>st</sup> no later than December 1, 2022			Tables	Chairs
Booth Size							
8x10	\$180		\$200			1	2
8x12	\$216		\$240			2	2
8X14	\$252		\$280			2	2

**\*Please Note: The room location of the booth may change based on the number of applications received for a specific size.**

The number of tables and chairs shown in the table is our standard amount. We will provide more tables and chairs (at no additional cost), as long as the venue has more but you must let me know with your application so we can accurately plan our requirements. Please indicate the number of **additional** tables and chairs you will need:

No. of additional tables \_\_\_\_\_ No. of additional chairs \_\_\_\_\_

Pipe and light gray drapes are included in the prices shown. Electricity will be made available to your booth. **Only LED lights will be allowed in the booths this year.** For hanging displays, you must bring your own equipment. Nothing may be pinned to the drape. We will provide crossbars across the top front of booths when requested. Do you want a crossbar across the top front? Circle: Yes or No

**Vendor Mail Application – Page 2**  
**February 18<sup>th</sup> & 19<sup>th</sup>, 2023 (Set up Friday, Feb 17<sup>th</sup>)**

Please provide the following information.

**Business Name**

(Vendor) \_\_\_\_\_

**Name of Contact Person**

(First & Last Name) \_\_\_\_\_

**Address**

(Street / P.O. Box) \_\_\_\_\_

(City), (State), (Zip Code) \_\_\_\_\_

**Resale #** \_\_\_\_\_

**e-mail** \_\_\_\_\_

**Website** \_\_\_\_\_

**Instagram** \_\_\_\_\_

**Facebook** \_\_\_\_\_

**Main contact phone number** \_\_\_\_\_

**Is this a cell phone and do you receive texts?** \_\_\_\_\_

**Contact phone number during show** \_\_\_\_\_

**Is this a cell phone and do you receive texts?** \_\_\_\_\_

Please describe your business and let me know if there is a particular product you wish to highlight (example: yardage or pre-cut fabric, wool, patterns, kits, gift items, jewelry, books). This will help us plan our booth arrangements. We will also use this information on our social media pages to advertise you as a vendor at our quilt show.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you,

*Gale Valentini*

Vendor Chair, SBQG 2023 Quilt Show

(707) 799-5914 cell (call or text)

Email: [MGVAL@sonic.net](mailto:MGVAL@sonic.net)

**Mailing address:**

Gale Valentini

3901 Via Cardelina

Palos Verdes Estates, CA 90274