

August 8, 2023 (via email attachment)

Dear Vendors,

The South Bay Quilters Guild of Torrance, CA is happy to announce our 2024 quilt show, ***It Takes A Village***, which will be held February 17<sup>th</sup> & 18<sup>th</sup>, 2024, 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 16<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, our Block Party Opportunity Quilt, and of course, a great vendor mall! This year we have moved our live auction from Sunday afternoon to the end of the day on Saturday freeing up more time for vendor shopping! 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 a part of our show.

Attached please find the vendor mall application. We have not changed our prices in a number of years however, with increased pipe and drape costs, we find we needed to reevaluate the cost to participate in the show. Bear in mind, 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 email. 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.

Space in the show is allocated on a first come, first serve basis. Last year all space was reserved and we had a waiting list so please do not delay in sending in your payment and application. 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.

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 \$50 administrative fee, until December 1, 2023. After that no refunds will be made unless we can replace you from our wait list. Be sure to call me as soon as possible if you find you must cancel.

**Please note our Sale policy:** Vendors may discount their general merchandise up to 15% as desired. Each vendor may also 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. No further discounts may be given. Feel to discuss with me your situation.

**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.

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 2024 Quilt Show  
(707) 799-5914 cell (call or text)  
Email: [MGVAL@Sonic.net](mailto:MGVAL@Sonic.net)

**Vendor Mall Application – Page 1**  
**February 17<sup>th</sup> & 18<sup>th</sup>, 2024 (Set up Friday, Feb 16<sup>th</sup>)**

**Vendor Business Name:** \_\_\_\_\_

**Name of Contact Person**

First & Last Name: \_\_\_\_\_

**Address**

Street / P.O. Box: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

**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?** \_\_\_\_\_

**Resale #** \_\_\_\_\_ **e-mail** \_\_\_\_\_

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

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

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

Please describe your business and specify a particular product you wish to highlight (example: yardage or pre-cut fabric, wool, patterns, kits, gift items, jewelry, books). We will use this information on our social media pages to advertise you as a vendor at our quilt show.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendor Mall Application – Page 2**  
**February 17<sup>th</sup> & 18<sup>th</sup>, 2024 (Set up Friday, Feb 16<sup>th</sup>)**

**Vendor Name:** \_\_\_\_\_

Please **circle** the booth space you are requesting. I will contact to confirm receipt of your application and confirm your booth choice. If you require a different size booth than displayed below, please call me to discuss availability and price. Room location of booths is based on vendor applications received and room layout.

<b>Booth Size</b>	<b>Booth Fee</b>	<b>Tables</b>	<b>Chairs</b>
8x10	\$220	2	1
8x12	\$264	2	1
8x14	\$308	3	1
10x10	\$275	3	1
10x12	\$330	3	1
10x15	\$412	4	2
10x20	\$550	4	2
12x12	\$396	4	2

We can provide more tables and chairs (at no additional cost) than is specified above but you must let me know with your application so we can check availability. Please indicate the number of **additional** tables and chairs you will need:

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

For hanging displays in your booth, you must supply your own equipment, however, 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

Pipe and light gray drapes are included in the prices shown. Electricity will be made available to your booth. **Only LED lights are allowed in the booths and I highly encourage you to provide LED lighting for your booth.**

**Contact Information:**

Gale Valentini  
Vendor Chair, SBQG 2024 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