



(Vendor Mall Coordinator NAME) \_\_\_\_\_  
(ADDRESS) \_\_\_\_\_  
\_\_\_\_\_, WY \_\_\_\_\_

(Date) \_\_\_\_\_

Dear Quilt Business Owner,

Quilt Wyoming 20\_\_ will be held in the \_\_\_\_\_ Region of Wyoming at (location)\_\_\_\_\_. The dates for the 20\_\_ convention are July \_\_th thru July \_\_th. I am the Vendor Mall Coordinator for the convention and I am contacting you to let you know about an opportunity to offer your products for sale in our Vendor Mall. We are a non-profit educational organization.

We have featured teachers who are nationally recognized who teach and present evening trunk shows for our attendees. Several local teachers will be presenting classes as well. You may view some of our past teachers and convention themes on our website <http://wsqg.org/officers-history/>. See the lower part of the web page. We will reveal our theme and national teachers at Quilt Wyoming 20\_\_ , one year prior to our convention.

We expect about 225 quilters to attend the convention. The Quilt Show and Vendor Mall are open to the public.

Spaces are limited. A \_\_\_' by \_\_\_' space will cost \$\_\_\_\_\_. If space permits, we will allow two spaces, if requested. One table will be provided. Additional tables will be available for \$\_\_\_ each.

If you are interested in being a vendor at our convention please provide the following preliminary information. We attempt to offer a variety of vendors for our attendees. If you are accepted we will send a confirming letter with cost and additional details. **Return the information to me at the address at the top of this letter. You may also contact me by telephone or email (listed below) with questions or comments.**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

General overview of your products: \_\_\_\_\_

\_\_\_ I would like additional space if available

\_\_\_ Please have your Newsletter Editor contact me about advertising in your bi-monthly newsletter.

Thank you for your interest and consideration.

Sincerely,

(Signature)

(Name), Quilt Wyoming 20\_\_ Vendor Mall Coordinator

Phone: 307-\_\_\_\_-\_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_.com Date \_\_\_\_\_