

Quilt Wyoming 20XX
[QW date]
[location], WY

[date]

You are cordially invited to participate in the Quilt Wyoming 20XX Vendor Mall in [location], Wyoming on [QW date]. The Vendor Mall will be located in [room and venue] College. The booth space is approximately 10 x 10 feet. Each booth includes two tables, two chairs and electricity. Please bring your own extension cords, power strips and additional lighting. The fee is \$100 per booth. If you would like to purchase additional space, the cost is \$50 per space. There is easy access for setup and tear down. Setup will begin on [day of the week & date] at 8:00 am. Setup will need to be completed by 5:00 pm. There will be a Meet and Greet for the teachers and participants [day of the week] night at 6:30 pm. Meal packages will be available for purchase. All meals will be served in the College cafeteria. The gym will be locked each night. Any promotional information that you would like to provide in advance will be included in the registration packet given to all registrants.

The Vendor Mall will be open during the following days and times:

[day of the week & date]	6:30 to 8 pm	Meet & Greet – Open to the public
[day of the week & date]	8 am to 6 pm	Open to the public
[day of the week & date]	8 am to 6 pm	Open to the Public
[day of the week & date]	8 am to 5 pm	Open to the Public

I look forward to you joining us at this event. If you have any questions or need additional information, please contact me at [phone & email].

[Vendor coordinator name]
Quilt Wyoming 20XX
Vendor Coordinator