

Vendor Lead

Role Description

Responsible for vendor solicitation and selection for the quilt show, for communicating quilt show requirements and schedules, for assessing and meeting vendor needs, for ensuring that the vendor experience is of high quality prior to and throughout the quilt show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify and engage the needed number of committee members required for pre-show and show activities.
- Attend Pre-Show meetings as requested.
- Set meetings for your own committee as necessary.
- Good people skills required for all committee members.
- Provide regular reports to the Quilt Show Chair.
- Work with Staffing Lead to ensure coverage for all show hours.
- Contact suitable vendors; ensuring appropriateness for our venue as well as variety in products/skills being marketed
- Send an early “Save the Date” notice to potential vendors.
- Responsible for soliciting vendors, communicating with them in the months prior to show (in writing, by phone, and by email), and establishing which booth spaces they will occupy.
- Receive and track vendor rental fees; turn over proceeds to Quilt Show Treasurer
- Provide explicit information to vendors about the show layout and ensure that vendors and staff are aligned on the set-up process prior to the show.
- Add all vendor information, forms, etc. to www.swfqg.com for easy vendor access prior to Show.
- One month prior to show communicate vendor space requirements to Layout Lead.
- Secure hotel block with discounted rates close to Show venue if appropriate.
- Maintain a vendor list of all who were contacted, those chosen for this show, and potential vendors for the next show. Maintain a waiting list for last minute changes.
- Keep track of all extras needed by vendors and charge accordingly.
- Submit Committee financial requests to the Quilt Show Treasurer for payment
- Prepare a vendor packet that includes name tags etc. Hotel discount, Wi-Fi info, and exit survey.
- Work with Program Design Lead or Printing Lead to provide Vendor List for program.
- Request large posters from Interior Sign Lead for display easels near Show entrance.

During the Show

- Ensure that vendors’ requirements are met during the show such as break or lunch relief, that they have a superior show experience with SWFQG.

- Collect vendor exit survey at the close of the show.

After the Show

- Send vendor thank you.
- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.