

VENDOR CHAIR - JOB DESCRIPTION

The Vendor Chair role in the Kansas City Regional Quilt Festival is vital to the success of the Festival. The income from the vendor booth rental pays the expenses for the Overland Park Convention Center rent and Liberty Exposition's pipe and drape. Without "vendors" and the income from booth rentals, there will be NO Festival.

The Vendor Chair responsibilities are a full two-year commitment to the Festival - from the end of one Festival (securing Early Bird registrations) through the Move-In process, handling vendor issues during the Festival, and Move-Out process.

The Vendor Chair needs to be committed to the responsibilities and duties. The Vendor Chair needs the following characteristics:

- **Great communication skills - both verbal and written;
- Computer competency;
- Understand and be able to complete spreadsheets, a dedicated email account, a vendor database, and floor plan drawings.

Vendor Chair Responsibilities:

1. Setup Vendor Chair email account with email forwarding to personal email address for ease of notification of incoming emails in regards to booth rentals, etc.
2. To become familiar with the Vendor Contact database. This database needs to contain Contact Labels and complete Vendor contact information (including: vendor's correct legal name; up-to-date addresses; phone numbers; email addresses; website, facebook and instagram address; and the Notes needed to keep future Vendor Chairs apprised of the Festival cycles a vendor has participated in).
3. Understand the goals of the Festival in regards to having the Vendor Exhibit Hall booths filled with a Waiting List.
4. To stay in contact with Vendor Co-Chairs.
5. Timely response (phone calls and emails) to Vendors. I.e. - by the end of the day or within 24 hours.
6. Establish a timeline for Early-Bird applications to be received for the next Festival.
7. Have the Executive Board provide booth rental fees as soon as possible after the contract with the Convention Center has been signed for the next Festival.
8. Work with the Co-Chairs on revising the Vendor Application with updated fees.
9. Establish a timeline for:
 - a. Mailing/Emailing Vendor Applications for Vendor Contact Database;
 - b. Deadline for Vendor Applications and payments to be received; and
 - c. Deadline for Early-Bird Vendor final payments to be received.

Suggested timelines and procedures:

1. Within 30 days after the current Festival, send an email to all Early Bird registrants thanking them for joining us in 2023 and telling them the deadline for sending in the remainder of their booth fee.

2. Obtain the floor plan from the Vendor Co-Chairs. Place any large sponsors such as the sewing machine retailers on the floor plan as they usually take large sections of the Exhibit Hall and also have definite ideas about where they want their large section of booths placed.
3. Within 90 days after the current Festival, begin contacting past vendors and potential vendors to fill booth spaces. Many will not make commitments this early but keep a list of the ones whom you need to contact closer to the Festival if you still have booth space available. When contacting vendors, suggest that there are few spots available and you want to place them in spots that are visible to encourage early payment. You can accept Early Bird fees up until the deadline that is set by you and the Vendor Co-Chairs. After that time, all fees must be paid up front. (Few exceptions: With the permission of the Vendor Co-Chairs and Treasurer, you can accept post dated checks or extend the time for full payment with a reasonable down payment.)
4. Find vendors' contact information as well as website information showing the products that they sell at other shows. You can find many resources for this on the internet as most large shows post a list of their vendors. Check the KCRQF vendor email contacts to make sure you are not contacting a vendor who has been put on the DO NOT CONTACT list. There are various reasons for that designation for a vendor as they pertain to our Festival.
5. If any vendor wants to pay the booth fee by credit card or receive an invoice for payment, notify the Treasurer by email stating the name of the vendor in the subject line and telling him/her which type of invoice is needed, i.e., for payment by credit card or an invoice that can be printed by the vendor and presented to his/her accounts payable department. This goes for the final payment by Early BirDs or vendors sending in their applications after the Early Bird discount is past.
6. Send all emails to vendors through the designated email address for the Festival. If you forget and send a response or any type of email to a vendor through your private email, copy that email to the vendor email for the Festival.
7. Make sure that each vendor provides the Festival with a final Vendor Application. This will be confusing to some who signed up as Early Birds but the final application is necessary. You can warn them in an email or verbally that the final application shows prices that are greater than the Early Bird prices. Put the amount still owed in BOLD on the email to any vendor when collecting the remaining balance owed on the Early Bird reservation.
8. New vendors are a great attraction for our guests at the Festival. However, please vet any potential vendor by exploring what products they sell via the internet checking their Etsy, Instagram, website or Facebook pages. All vendors MUST sell quilt related products to be eligible for vending at our Festival. There may be some vendors who inquire about vending or appear to be inquiring but are a scam. Check to be sure the address for the vendor is correct according to your research on the internet.
9. If at all possible, talk to the potential vendors by phone before soliciting them with an email. You can answer many of their questions and concerns during that call and not have to try to put answers to any possible questions in a long email. Long worded emails

are easy to delete as well as “phshing” by email alone. However, there will be some vendors you need to solicit for whom you cannot find a telephone number to contact.

10. Keep detailed lists each day of the contacts that you have made and whether you had to leave a voicemail message or notes about when to follow up with the vendor. You can go over these lists periodically to make sure you completed the list. The Co-Chairs may set up a spreadsheet for this purpose as well.
11. Keep an accurate record on your floor plan of where you are placing vendors. Try not to leave small spots such as a 10' x 10' booth with no corner “stranded” among the other vendors as that will be difficult to rent when you are down to the last few booths.
12. If you receive a completed Application from a vendor, please send it to the Co-Chairs so they can place the vendor on the website. Please also send that Application to the Treasurer who needs all those documents for the records.
13. Be sure to change the labels on each Vendor as you obtain new information. Such as: Changing the label to “confirmed vendor” once you have the application. Changing the label to reflect “early bird” status. These labels will assist you in creating blast emails to those in each category.

14. Suggested email to collect the remainder due for Early Birds:

Thanks for your Early Bird Registration and for joining us again in June, 2025. Attached is the Vendor Application which we need along with the balance owed of \$xxx.xx by (due date). You will note that the prices for those who did not take advantage of the Early Bird registration, are more than what you owe. If you would like to become a Sponsor of the Festival, that information is included as well.

If it is more convenient for you to pay by credit card or you need an invoice for payment of the remaining balance, just let us know when you return the Application by either scan and email or mail and we will be happy to accommodate that request.

Thanks again for being a part of our Festival. We are looking forward to hearing from you.

15. Once you have all booths filled, begin a Waiting List, telling the vendors that you will place them and let them know when, and if, you have a booth they want. If you and the Vendor Co-Chairs decide to add more booth spaces, consider that for 2 different Festivals, we attempted to place vendors into the Ballroom where quilts are displayed and received many negative reviews from the vendors in the Ballroom.
16. At least 6 weeks before the Festival, you need to obtain the names from each vendor for the lanyards for each of their personnel who will occupy their booth. The name badges and lanyards allow those persons to come into the Exhibit Hall without paying the admission fee and will be checked by the OPCC security. You will print and put each name badge into a holder with a lanyard and all will be placed in the vendor welcome packet. The number of lanyards allowed for each booth size is listed on the Vendor Application. Anyone wanting additional lanyards and name tags can purchase for an additional \$30.00 fee. Several vendors who request the additional lanyards and name tags will want to be billed by email from the Treasurer. You need to let the Treasurer know that information so invoices can be sent out by him/her. Keep an accurate list of

the names for printing for each vendor booth. (You can combine the request for names with the email to be sent for scheduling move in.) BE SURE to double check and proof all name badges to have the name of the business and the name of the person spelled correctly.

17. You will need to schedule move in times for vendors about 60 days prior to the Festival. You will create large printable documents with move in times for each vendor to print out and display on his/her dashboard in order to gain admittance to the loading docks. I like to use A then a number for the Tuesday evening arrivals. B and then a number for the Wednesday arrivals and C for those who will be using the covered parking and elevator to transport their merchandise to their booth. (Copies of these documents used in the past are stored in the Vendor Drive.) REMIND the vendors when sending out their move in document that it MUST BE PRINTED and placed on the dash of their vehicle or be available to show the security person at the dock the time for their arrival. If they do not have this form, the security personnel at OPCC will NOT allow them to use the dock to unload. Emails need to be sent to each confirmed vendor (other than the main sponsors) asking what type of vehicle they will be bringing, how long it will take for them to unload and set up their booth and when they plan to arrive at the Overland Park Convention Center. Then you can begin setting up arrival times with 30 minute intervals for 3 to 4 vendors arriving at each interval. In the past, we have paid for security for a Tuesday evening move in for vendors with large booths or those that need extra time to set up their booths. If a Tuesday move in date is set, make sure those vendors on that schedule understand they can unload their merchandise into their booth but they cannot set their booth up until Wednesday at which time they will have all day to prepare their booth. Those vendors with a small amount of merchandise do not have to be scheduled for a particular time if they want to park in the covered lot and use the elevator to bring in their wares. The Vendor Welcome Packets for those vendors need to be set up in a different box for the Vendor Move-In volunteers to provide to the vendor upon arrival. Please remind those vendors also to check in at the Welcome table to obtain those packets.
18. In that same email, provide the vendors with a link to obtain electricity through the Overland Park Convention Center and a link to Liberty Exposition (pipe and drape) to obtain any extra help they need to unload or set up their booth.
19. Prepare the Welcome Packets including the documents you have prepared with a map of the parking, a Show Book, a list of rules for the Festival, an Early Bird Registration for the next Festival, a Feedback Survey, Kansas Tax Form (provided by the Treasurer), the lanyards for each vendor. Organize the Vendor Welcome Packets in the order the vendors are to arrive and check in at the Welcome Desk. (Copies of these documents that have been used in the past are also stored in the Vendor Drive.)
20. All major sponsors will be set up for move in times by the Vendor Co-Chairs. However, you will need to print the name tags and provide the Welcome packet to those vendors as well. Some sponsors will be receiving food vouchers. Check with the Vendor Co-Chairs to see if those vouchers will be provided by them separately from the Welcome packet or if you need to include those vouchers in the Welcome Packet.
21. Personally greet and welcome all vendors. The best place to do that is at the Welcome Table as the vendors arrive.

22. As booths are being set up on Wednesday, you can check with the pipe and drape people to find out if they will follow previous procedure regarding drapes around corner spaces. Some vendors rent corner booths but want the drape left on the end. Others want the drape removed. In the past, Liberty Exposition has requested that if the drape is to be removed, have the vendor just pull the drape up over the pole and they will come by and take it down. If there are any special requests by vendors, find a Liberty Expo employee to take care of that request. There will be a table at the back of the Exhibit Hall manned by Liberty Exposition where you can go can make those requests if you cannot find one of their employees handy on the floor.
23. Throughout the Festival, you need to be walking through the Exhibit Hall to be available to answer any questions by vendors or assist them in contacting the pipe and drape personnel or the OPCC personnel. Your cell phone number will be printed on the back of the name badge for each vendor. Be sure you are able to receive and take calls at any time. Begin obtaining Early Bird Registrations for 2025. Vendors will be too busy on the first day of the Festival to deal with that paperwork but let them know that we will be gathering their Early Bird Reservations and payments throughout the Festival. If any vendor wants to pay their Early Bird fee of ½ the booth price for 2025 by credit card, tell them to put a note on the Registration form and our Treasurer will email them an invoice. Vendor Ambassadors will be working the floor as well. Find out from the Executive Board if the Ambassadors will be allowed to collect the Early Bird Registrations and payments to give to you. You will deliver all to the Treasurer and keep a copy of the Registration for your notebook for 2025.

Possible Questions you may receive from Vendors:

1. How many people attended the 2023 Festival? Give them as accurate a count as possible rounding up, i.e., over 7,000.
2. Are drapes provided as well as tables and chairs? Refer to the Vendor Application and let them know that we provide all drapes and give them the number of draped tables and chairs that will be provided. Some vendors want to bring their own extra tables. That's fine so long as they all fit within the booth space.
3. Is there carpet in my booth? No, it is concrete flooring. Vendors are welcome to bring and put down their own flooring inside the booth.
4. Where can I park my RV? Vendors are welcome to leave any vehicle in the covered parking area of the OPCC that is designated for vendors only. However, they cannot occupy any such vehicle overnight. They may ask about RV spots near OPCC. Do a google search and provide at least 2 to 3 suggestions including the name of the RV park, it's address, telephone number and website. Do not recommend any of the RV parks

and let the vendor know that they are responsible for making their own arrangements directly with the park.

5. How large a vehicle can I park at OPCC? Covered parking has a 10' ceiling. There are spaces just outside the covered area where any larger vehicles may be parked that are on the same level as the covered area.
6. How do I obtain electricity and internet? Internet service at OPCC is free to all guests and vendors. If the vendor wants a faster internet connection, they can purchase that directly from OPCC along with their electricity needs. You will be sending that information to them with a link that is provided by OPCC about 6 weeks prior to the Festival.
7. How do I hire help to unload my vehicle or to work in my booth? We can put out such a request at the Member Board Meeting to see if anyone wants part time employment. However, any such arrangements are to be made directly between the vendor and anyone wanting to work for them. Keep in mind that we do not have insurance to cover anyone unloading or helping in any booth unless that person is a member of a participating guild. Vendors can also hire help from the pipe and drape people by contacting that company ahead of time and scheduling. Again, we do not supply prices for labor or become involved in the hiring between the vendor and the pipe and drape supplier. You can simply provide the contact information for the pipe and drape company to the vendor and tell them to contact that company directly.
8. What about lodging? Refer the vendor to our website where there is a section for lodging listing all hotels with which we have a contract for a reduced rate in a block of rooms. As those blocks of room fill, remind vendors to secure their lodging and send them a link to the website portion showing the hotel contact information.
9. Do I need to have a Kansas Sales Tax number to be a vendor? No. You can use the Kansas Sales Tax Form provided at the Festival to file with the Kansas Tax authorities.
10. I will only vend if I can also teach. Talk to the Instructor Chair to see if there is any possibility of that being worked out. If the vendor also teaches, we do not pay the teacher/vendor travel or lodging expenses. If there are classroom sponsors who want contact information for their teachers, provide that information to the Instructor Chair. Follow up with the vendor to see if they are going to vend as well as teach class(es).

*** Vendors require constant and immediate attention when they call or email the Vendor Chair. If communication is not immediate, by the time you get back to them they have probably moved on to another quilt show/festival and the opportunity to have them involved with the KCRQF has probably been lost.*

October 13, 2022