

November 1, 2023

Hello Vendors,

You are invited to participate as a vendor at the Northern New Mexico Quilt Guild (NNMQG) biennial Quilt Fiesta 2024. Quilt Fiesta 2022 was spectacular. We are looking forward to having you as a vendor for Quilt Fiesta 2024.

The show will be held at the Santa Fe Convention Center, centrally located downtown at 201 W. Marcy St. on Friday, October 4 and Saturday, October 5, 2024, with set-up Thursday, October 3, 2024.

There will be 32, 8' deep x 10' wide Vendor Spaces which include gray/silver pipe & drape, carpeted flooring, electricity, WiFi (unsecured), tables and chairs. Vendors may choose to provide additional LED lighting at the vendor's expense. Vendors are responsible for their own collection of monies and/or credit card usage. The base cost per 8' x 10' space is \$250. Front end cap locations are \$325. Back-end cap locations are \$300. Booths will be assigned upon receipt of 50% deposit and fully executed contract. A 10% discount on booth fees will be available for payment in full by April 30, 2024.

We are including a short form for you to choose your 1st, 2<sup>nd</sup>, and 3<sup>rd</sup> booth locations. We will do everything we can to satisfy all vendors. Vendor booths are assigned based on receipt of 50% deposit and signed documents. Vendors will be notified immediately upon assignment of booth space and confirmation of receipt of all documents.

See attached Booth and Furnishings Request Form, Vendor Contract/Vendor Rules and Conditions, Show Floor plan, and City of Santa Fe Special Event Licensing Application. All Vendors are required to complete the City of Santa Fe Special Event Licensing Application along with a separate check in the amount of \$10.00 to NNMQG. Each Vendor must have a State of New Mexico CRS number on their application, or it will not be accepted. Click on this link to apply for New Mexico CRS Tax Number [State Sales Tax Registration | Tax ID Bureau \(tax-id-bureau.com\)](#).

Checklist for Mail Return:

- Booth and Furnishings Request Form
- Vendor Contract: Completed, dated, and signed.
- 50% Deposit for Booth Fee payable to NNMQG
- Special Event License Application Form: Completed, dated, and signed.
- Separate \$10 check payable to NNMQG for Special Event License Fee

**Mail all forms and check to:**

Dana Hollifield, Vendor Co-Chair  
2309 Brother Abdon Way  
Santa Fe, NM 87505

We look forward to hearing from you soon as space is limited. Please direct questions and comments to:

**Vendor Co-Chairs Quilt Fiesta 2024**

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**Quilt Fiesta 2024 Show Co-Chairs**

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Donna Ormerod. [dlormerod@gmail.com](mailto:dlormerod@gmail.com).