

Policy and Procedure to become a Vendor for the WMQG effective Jan 1, 2007

- 1) Store front vendors and guild members who desire to vend must be a member in good standing (They have paid their dues during Sept, Oct or Nov).
 - Definition of a store front vendor: A store front vendor is a member who owns a retail/commercial space where customers may come and purchase quilting related items such as; a quilt retail store.
 - Only vendors with quilting related items will be allowed to vend at WMQG meetings.
- 2) Store front owner members will be placed on a list developed by the Vice President and all new requests to vend at guild meetings will be placed at the bottom of the list.
- 3) This list of store front vendors then are rotated during the five eligible months, which means sometimes they may not vend each year and certainly not in the same set month each year.
- 4) The vice president will notify vendors at least six months prior to schedule their appearance at the guild meeting.
- 5) The store front vendors will get up to 3 tables provided by the guild. (One store front vendor per meeting) For each table provided a donation of product or a gift certificate valued at \$20.00 retail will be expected as payment and will be used as door prizes at the meeting.
- 6) Other members without store fronts may request a table; a total of two will be available to members per meeting. Each requesting member will receive one table. If more than two requests for that meeting occur, then a rotating list will apply.
- 7) The member without a store front will provide a gift certificate or product valued at \$20.00 to be used as door prizes at the meeting.
- 8) The vice president needs to be notified 2 weeks before the meeting to assure tables are available and set up.