



Southern California Handweavers' Guild

June 1, 2016

It's time to start planning for WeFF 2016. The Southern California Handweavers' Guild Weaving & Fiber Festival, WeFF, will be held on Sunday, November 6, 2016 at the Torrance Cultural Arts Center, Torrance, California.

We cordially invite your participation this year. Very few businesses in the Los Angeles Area sell items for weaving and spinning and many individuals return each year to purchase items that cannot be obtained elsewhere.

The Commercial Booths will be in the Assembly room, the Toyota Meeting Hall, and lobbies off both those rooms. If there is enough interest, we will use the plaza between buildings for additional vendor spaces. The Auditorium will be used for the Fashion Show, to introduce, inform, demonstrate, and teach the art of weaving to the community. There will be no vendor booths in the Auditorium.

In order to avoid disappointment, please reserve your space now. **PLEASE NOTE** booth space is assigned on a **FIRST PAID BASIS**. Space is limited, so please return your application and use PayPal or send a check as soon as possible. Last year we sold out of booths in mid-June. Be sure to complete the entire application form.

BOOTH INFORMATION:

A maximum of 4 booths may be reserved per vendor

Size:

8' X 8' includes (1) 6' table + 2 chairs \$120.00

8' X 16' includes (2) 6' tables + 3 chairs \$215.00

8' X 24' includes (3) 6' tables + 4 chairs \$ 270.00

(16' x16') includes (4) 6' tables + 4 chairs \$ 360.00

only two this size available – act fast!

Each additional table \$15.00

NOTE: ADDITIONAL RECTANGULAR TABLES ARE LIMITED AND ARE ON A FIRST-COME BASIS.

ROUND TABLES MAY NEED TO BE SUBSTITUTED only if necessary

NOTE: POLICY

A FULL payment is required to reserve your space on single 8'x8' booths. A 50% deposit is required for multiple booths (8'x16' and above) The **final payment** for a multiple booth is due **Aug. 1**. If you have not paid your final payment by the due date, you may lose your booth.

Your Deposit will secure your spot. Preferences on where to set up will be determined by the order the deposits come in. **FIRST COME FIRST SERVED.**

Return your vendor application via email or post.

NO REFUNDS AFTER SEPT. 1, 2016

PAYMENT OPTIONS INSTRUCTIONS:

You have the PREFERABLE option to pay for your booth with PayPal as well as writing a check. Remember you still need to send in the vendor application via email or post.

❖ **Using PayPal on the Southern CA Handweavers Guild site**

1. Log on the SCHG website at: schg.org
2. Click on the "Vendor Sign-Up" link located on the left side of the screen
3. To use PayPal during early registration: The log in email address is: weffvendor@schg.org the password is schg2016 click sign in.
4. On the bottom of the page click on "Vendor Booths" to get the PayPal screen
5. Use the dropdown menu to choose the size of your booth and any additional items. Additional items are added to your invoice by using the "continue shopping" button and choosing what you want with the dropdown menu.
6. Click the "Check Out with PayPal" button and put in your credit card information.

Open to the Public Hours 10 A.M. to 4 P.M.

SET-UP AND DISMANTLING:

The Center will be open at 7 A.M. for vendor booth set-up, which should be completed by 10 A.M. when doors are open to the public. **NOTE: NO TAPE OR TACKS MAY BE USED ON THE WALLS!!** Dismantling may begin at 4 P.M. and **MUST** be completed by 6 P.M. Please leave your vehicle parked away from the building until you have completed packing your booth. Allow those who finish packing first bring their vehicles close to the building.

As is our custom and pleasure, morning coffee will be provided for you, as part of your booth rental. This year we will not provide lunches for vendors, but we will have lunch options for sale for vendors, volunteers, and festival attendees. (No food truck)

We will have a raffle this year and we would like to invite you to donate items. We find the donations to be very effective in bringing people back to the Festival and for

advertising for your products. If you have a business card, we will display it with your donation at the drawing. Please indicate your participation and what you will donate on the vendor application. A volunteer will collect your donation.

Even if you are unable to join us on November 1, 2016 we invite you to donate an item for our raffle. Your name will appear on our web site for a year as someone who supported our guild. We would also be happy to distribute any literature or flyers that you care to send.

If you have any questions or concerns, please feel free to email me. I am a teacher and cannot take calls during school hours. If you need to phone me, please email me with your number and a time that you will be available. I will do my best to call you at your convenience.

Sincerely,

Shelly Thompson

Vender Coordinator - Weaving & Fiber Festival

Southern California Handweavers' Guild

Shelly Thompson

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