



Batavia's Quilt & Textile Show

Vendor Information

Exhibit Hours

Friday, July 20	1:00-6:00 pm
Saturday, July 21	10:00 am-5:00 pm
Sunday, July 22	10:00 am-5:00 pm

Setup

Vendors may set up from 5:00-10:00 pm on Thursday, July 19 in the J. Murphy Gym at the Eastside Community Center, 14 N. Van Buren St.

Teardown

Vendors are requested to begin teardown on Sunday, July 22 at 5:00 pm.

Insurance

Each vendor is required to have general liability insurance. If possible, a Certificate of Insurance naming Batavia Park District as an additional insured for the three days of the show should be provided.

Utilities

Unless requested, electricity will not be provided in the booths. No heating devices such as irons will be allowed without special permission. There are no phone lines inside the vendor spaces. Manual charges or cell phones are required for credit card machines.

New: Raffle Prizes

Each vendor is requested to donate one raffle item (min. value \$30) to be displayed in their booth. Finished items sell well with our visitors. The raffle drawing will be held on Sunday. Show sponsors will coordinate raffle ticket sales and drawings. Proceeds benefit the Batavia Depot Museum.

Height & Space Restrictions

All vendors are required to stay within assigned space unless otherwise approved. No helium balloons are allowed.

Batavia Depot Museum
155 Houston St.
Batavia, IL 60510
(630) 406-5274

Eastside Community Center
14 N. Van Buren St.
Batavia, IL 60510
(630) 406-5282

www.bataviaquiltshow.com