

Quilt Check In

Before the show you will be given a 3 by 5 inch card with the quilt information on it. This card will be handed out on the Wednesday before the show. It will contain the quilt name, number and show location. Attach this card to the back left of the quilt with a safety pin and fold the quilt so that the card is on the outside.

Make sure that the quilts have sleeves on them! If they are very wide, you need to make a slit in the sleeve or make it in two sections so that a hook can be placed in the center.

If they are longer than 90 inches, you need to hem them up to 90 inches. The length from the pipe to the floor is about 94 inches and we do not want them dragging on the floor.

Bring the quilts to the check in room between 8 AM and 10 AM on Thursday morning. The early time is needed for those who are setting up the pipe and drape. Others may come a bit later but **no later than 10 AM!** The quilts will then be organized so that they can be hung as soon as the pipe and drape is ready. You will receive a receipt for each quilt at check in. This receipt must be presented at quilt check-out.

Evening Group:

If you do not have a way to turn in your quilt on Thursday, you may drop them off at my house before then. The index card for the quilt will be given to you at that time.

Quilt Check Out

Check out is always a crazy time. If everyone does a job, it will go smoothly. Remember, **no quilts may be checked out until at least one-half hour after the show has closed.** After the show, help will be needed to take the quilts down and to the check-out room where they will be folded and organized for return. This process will go quickly if you can help by climbing a ladder, walking the quilts to the check-out room or helping to fold the quilts. If you are not able to pick up your own quilts, the person picking up the quilts **must have the receipt.** You will need to sign for each quilt.

If you have any questions, call me at 823-6788

Mary Lemon