

## 21. Quilt Shows

Attendance at local quilt shows is an excellent way to promote the mission and goals of Quilts of Valour – Canada.

QOVC does not pay fees for booth space or admission **to local** quilt shows. If you know of a quilt show planned for your area, you may wish to solicit the donation of a booth from the quilt show sponsor on behalf of QOVC.

**Representatives are not authorized to sign a contract or agreement for services for booth space, etc. on behalf of Quilts of Valour. Please contact your Regional Coordinator or a member of the QOVC Board for assistance.**

Some quilt shows require individual booth holders to have insurance coverage for injury of visitors/participants. QOVC has an insurance policy for this purpose. **Instructions on accessing this coverage are contained in Part 26 of this manual.**

Your booth may display QOVC materials (brochures, banner, etc.), completed QOV quilts, and provide an opportunity for fundraising through the sale of Hug Blocks and patterns. You are not permitted to advertise for donated materials or services during the quilt show.

There are several retractable QOVC banners available for use at quilt shows and events. These banners are to be shared between Regional Representatives. To arrange for a banner for your upcoming event, please contact your Regional Coordinator.

If you have volunteers assisting you with your booth, ensure that they are knowledgeable about QOVC and its mission and objectives.

As with any event, advanced planning goes a long way towards success. You may find the check list below helpful.

### Quilt Show Check List

Supplies to Bring	Note/Comment	Done
Quilts for display		
Large clips/quilt hooks	clip to quilts for display purposes	
Safety pins, straight pins		
Paper, pens & black marker		
QOV posters, banner & brochures		
QOV Name tags		
QOV Representative Business Cards		
Quilt patterns (if selling)		
Hug Blocks (if selling)	to order Hug Blocks see Section 25 of this manual for instructions	
Cash box & receipt book		
Photos/History		
Computer (cables/ cords) & CD with video display	if you're showing one	
Copies of QOV newsletter	if recently produced	
Donation jar – labelled		
Camera		
Small garbage can		
Table coverings		
Small ladder or step stool	helps with hanging quilts	
Box of tissues		
Bottles of water		
Candy dish with candy		
<b>Volunteers</b>		
“willing to help” sign-in sheet - get volunteer’s most reachable phone #)	Call a couple of days before to confirm participation.	
Schedule workers as needed: Set up (2 to 4 hours), Booth - shifts (2- 4 hours), Clean-up (1hour)		
Remind volunteers to: <ul style="list-style-type: none"> <li>• bring lunch/snacks - food may not be available at venue</li> <li>• wear comfortable shoes and dress appropriately</li> <li>• bring throat lozenges – they will be talking a lot</li> </ul>		
<b>After the Show</b>		
Deposit all monies made from sales of Hug Blocks, patterns or donations to the QOV bank account.		
Complete the <u>Report Income Received Form</u> & submit to the treasurer	See Section 23 of this manual for instructions	
Remember to send thank you notes to all the volunteers and to the Quilt Show host		