



## 2023 Quilt Arizona! Opportunity Quilt Instructions

Your quilt will be displayed in the Gallery Hallway. This page includes everything you need to know to set-up your Opportunity Quilt table before the show and work your table throughout the show. Please read it carefully and share it with all those involved in working your table.

### Table Set-up Instructions:

- **Set-up Times:**
  - 4:30 PM on Thursday – Show opens at promptly at 5 PM
  - 8:30 AM on Friday & Saturday – Show opens promptly at 9 AM
- For set-up Thursday evening, use the Gallery Hallway exterior door on the NW side of the building. An attendant will be monitoring the door and will give you two volunteer tickets valid for the evening shift. For shifts during the show, your volunteers need to enter through the Main Ticket Entrance to access the Gallery Hallway (see more details below).
- Spaces are preassigned. Please utilize the same space for all days.
- AQG will provide two chairs that will be marked with your name when you arrive for set-up. You are responsible for everything else (see detailed list below).
- Your quilt may remain hanging in the Gallery Hallway when the quilt show is closed at the end of each day. AQG is not responsible for loss or damage.

### You are responsible to provide:

- Your Opportunity Quilt and a quilt rack to display your quilt
- A small card table or folding tray table
- Volunteers to work your Opportunity Quilt table (2 recommended)
- Raffle tickets for your quilt
- Something in which to collect your tickets
- Your own change funds. If you do not have a volunteer available to cover your table, arrange to move your monies and tickets to a safe place. Please take all monies and tickets home at the end of each day.
- Nice to have: a sign with your name, the date the quilt will be raffled, and the price of tickets.
- You may not sell anything at your table except tickets for your Opportunity Quilt.

### Display times:

- Thursday, March 23      5:00 – 8:00 PM
- Friday, March 24        9:00 AM - 5:00 PM
- Saturday, March 25     9:00 AM - 4:00 PM

### During the Quilt Show:

**Your volunteers are expected to enter through the Main Entrance and to pay normal show admission to work at your table.** The only exception is if they have also registered to be a Quilt Show Volunteer the same day; in that case, they will enter through the Volunteer Entrance and receive their volunteer wristband for the day before they make their way to your table. We do not want to put either your volunteers or our admissions staff in the uncomfortable position of having to discuss this at the show entrance; please advise your volunteers of this policy so they know what to expect.