

Waterloo County Quilters' Exhibit: October 18 & 19, 2019
ENTRY FORM INSTRUCTIONS

ACCESSING the Entry Form:

The Entry Form can be printed from the guild website (www.wcquiltersguild.on.ca) and filled out manually to be handed in at a guild meeting **OR** it can be opened on your computer as a Word document (.doc).

- **Printing the form to fill in by hand:** please note that the shaded areas in the Word format do not show when the page is printed. You will have blank areas to fill out. The form is also available as a PDF.
- To complete the form (Word format only) on your computer: just type in the shaded area, which will expand as needed. To save it, *name the document with your last name, entry category and number (e.g., Smith_LW_#1)*. Then email it to Marg Sandiford (margsandiford@hotmail.com) as an attachment.

COMPLETING your Entry Form:

- Each WCQG member may enter a maximum of 6 items in the exhibit. Of the 6 items, up to 3 may be in a single category *in addition to your President's Challenge quilt*.
- Categories: Small Wall (SW), Large Wall (LW), Bed & Lap (BL), Modern Quilt (MO), Other Item (OI), Group Quilt (GQ).
- **The following items will not be accepted:** pre-printed whole cloth or printed panel entries with no additional piecing or appliqué, unfinished items, quilts without properly secured and/or sized hanging sleeves, and quilts that "replace" quilts officially entered.

SUBMITTING your Entry Form:

- * **The deadline for submitting your entry forms is June 19, 2019 (date of the June guild meeting).**
 - For each email submission, indicate in the **Re/Subject line your last name, entry category and number (e.g., Smith_LM_#1)**. *Attach your entry form and please use a separate email message for each entry.*
 - Completion and submission of an Entry Form constitutes permission to photograph for publicity, the Exhibit flash drive, the Program Book and by the visitors to the Exhibit. *If you do not wish to have your item(s) photographed at the exhibit or included on the Flash drive, your written request must reach the Exhibit Conveners by the June meeting (June 19, 2019).*
 - Completion and submission of an Entry Form is a commitment to delivering the entry item listed and to having it displayed for the duration of the exhibit, October 18 & 19, 2019.

PHOTOGRAPHY FOR THE QUILT EXHIBIT:

Photography for the exhibit will take place on *August 12 & 13, 2019* at the Creative Sisters Studio. For an appointment sign up at the May and June meetings or contact one of the Exhibit Chairs. If you are away during scheduled photography times, please make arrangements with a friend to have your item(s) photographed. For the photography:

- Ensure that your quilt, regardless of size, has a sleeve on it (See Quilt Exhibit page on the guild website for instructions).
- Ensure that your quilts being photographed are the ones you registered.

QUILT DISPLAY AT THE EXHIBIT:

The Quilt Display Coordinator will select entries for the Exhibit based on the space available for display; therefore some quilts may be folded over quilt racks. The goal is to ideally have each member represented in the exhibit. You will be contacted should any of your quilts not be required due to space limitations.

- WCQG and RIM Park assume no liabilities and cannot be responsible in the unlikely event of damage or loss of personal items used for the Exhibit. The rooms used for the Quilt Exhibit will be locked when the exhibit is not in progress