

QUILT REGISTRATION PROCESS



The following process is used to ensure that your quilts are displayed to their best and that we can keep track of every quilt we receive.

For each quilt being placed in our show:

- Registration Form must be received by **Friday, March 1st**.
- A **picture** of each quilt must be provided for each Registration Form (see more info below)
- **A one piece sleeve must be attached.** Bed quilt sleeves must be a minimum of 4" wide. Miniatures, smaller Wall Hangings and smaller Lap/Crib/Cuddle quilts must have attached sleeves and be handed in with a $\frac{1}{2}$ "-1" labeled rod. The rod should be 2" longer than sleeve width in order to allow for hanging.

NOTE: The Region of York Quilters Guild and Quilt Show Committee do not provide damage or theft insurance for your quilt(s) while at the show or at the 'receivers' home. Should, for any reason, something happens to your quilt(s), you will have to go through personal household insurance for the replacement cost of the quilt.

Quilt Registration Process:

Registration Forms can be obtained:

- Online, web-based form located on the RYQG website (under Activities/Get Ready for the Quilt Show), OR directly from this link [Quilt Show Registration Form](#)
- **At February meeting a committee member can assist with electronic submission.**
- Alternatively, pick up a registration form at the Quilt Show table and submit hand-written form.
- NEW this year - if you indicate your quilt is for sale, you will be contacted prior to the show to confirm sale details.

Don't forget to provide your picture! You can e-mail picture to evelyn.mattonen@gmail.com, please save file with the following naming convention - Lastname, Name of Quilt, i.e. Mattonen, Grammas Garden; OR provide hardcopy at February meeting clearly labelled with your name and quilt name. All pictures will be matched with your registration.

Once your Registration Form has been received, a Quilt Tracking Form will be created and sent to you by **Sunday, March 17th**. The Quilt Tracking Form will have the number of your quilt, your name and the name of your quilt on it. The three sections of the Quilt Tracking Form will be used as follows when submitting your quilt:

Part A: will be attached to the lower back of your quilt using safety pins

Part B: will be attached to the outside of a clear 'resealable' plastic bag containing your quilt (1 quilt per bag)

Part C: will be signed and dated by the receiver of your quilt and returned to you to use to pick up your quilt after the show. (The Display Location number will tell you in which gallery your quilt is located.)

Handing in Pre-Registered Quilts:

When you hand your quilts in to a receiver, please make sure you do the following:

- Attach Part A of the Quilt Tracking Form to the lower back of the quilt using a safety pin.
- Place each quilt in a **separate clear plastic bag** with Part B of the Quilt Tracking Form attached to the bag. Ensure your name is clearly marked in the middle of your bag (if it is required)
- Have Part C of the form completed by the receiver, including a Display Location number which you will use to collect your quilt on Sunday afternoon.

Quilts can be dropped off at the following homes from **Friday, March 29th to Thursday, April 4th**: **Newmarket:** Evelyn Mattonen (905-898-7585) **Aurora:** Betty Goulden (905-503-0347) or Wendy Morreau (416-523-6139) **Holland Landing:** Carol McPherson (905-836-4818) **Barrie:** Bonnie Greflund (647-224-2070)

Please call first.

On **Friday, April 5th**, between 4:00 and 6:00 p.m., you may drop off **pre-registered quilts** at the Newmarket Community Centre but **no quilts will be registered that day.**

On **Sunday, April 7th**, between 5:00 and 6:00 pm please pick up your quilt. Bring Part C of the completed tracker form, picking up at the appropriate location (upper or lower hall). **Please note**, there will be a \$25 handling charge for any quilts not picked up at the end of the show.

Evelyn and Paddy hope this process will ensure the safe handling of your valuable quilts.