



Canberra Quilters Inc. 2018 Members' Exhibition

Held in conjunction with the Craft and Quilt Fair
and with support from Expertise Events

Exhibition Park in Canberra
Flemington Road, Mitchell ACT
9-12 August 2018
10am - 4.30pm

EXHIBITION ENTRY PACK

includes

Categories and Awards

Conditions of Entry

Entry Form

Volunteer Form

Intention to Sell Form (for Exhibition or Sales Room)

KEY DATES

20 June (postmarked)	Deadline for entry, volunteer and intention to sell forms
6 July	Receive entry acknowledgement from Exhibition Secretary
28 July 9am-4.30pm	Quilt and Creative Clothing delivery day to CQ room at Cook
4 August	Judging day
8 August	Exhibition hanging day & Sales Room delivery day
5.30 pm 12 August	Collection of items from exhibition and sales room

Exhibition Co-ordinator - Julie Ricketts M: 0418 885 476; E: exhibition@canberraquilters.org.au

Exhibition Secretary – Linden Vine M: 0410 538 231; E: linden@vinelinesquilting.com

Raffle Co-ordinator- Linda Wilson M: 0438 584 352; E: lindajowilson@outlook.com.au

Roster Co-ordinator – Tricia Morton T:6281 6813 M:0421 131 898; E: Morton.tricia@hotmail.com

Administration fee

A single administration fee of \$15 applies, regardless of the number of entries you submit. No entry fee is required for entries in the Children and Youth categories.

The entry fee also covers Sales Room items.

Interstate and overseas entries are required to pay for return postage of their entered items.

Volunteering and concessional entry

By volunteering you gain entry to the Craft and Quilt Fair. This is not free - you do pay through your administration fee and from the surplus Canberra Quilters makes at the exhibition. The current arrangements can continue as long as the administration fee covers our costs and we make a surplus. Please do not abuse this arrangement by spreading your rostered shifts over 4 days or attempting to gain entry on a day you are not rostered.

Volunteering at the exhibition

Members exhibiting are required to do a single rostered shift at the exhibition.

The number of shifts you do is not related to the number of items you enter in the exhibition.

Please consider doing a shift on hanging day or at the exhibition takedown.

If you are not exhibiting or selling you are welcome to volunteer to perform a shift on the roster.

You are expected to arrive on time and remain at your assigned roster task for the duration of your shift, except for necessary toilet breaks.

Volunteering in the Sales Room

To sell in the Sales Room you are required to do a Sales Room roster shift for each 50 items, or part thereof, you wish to sell (maximum of 200). **This is a separate obligation to your exhibition roster obligation.** If you are required to work multiple shifts please try to concentrate them on one or two days.

Sales Room

The Sales Room has a reputation for selling high quality items. It aims to maintain existing customers and to attract new ones. Items must be well-made and neatly finished, using good quality materials.

The Sales Room Information and Condition of Entry Brochure details the requirements for items for sale.

Members intending to sell need to complete an Intention to Sell form and return it by the entry **deadline: 20 June 2018 to the address on the form.** Then You will be sent a Seller's Kit, which contains your barcodes, inventory sheets and other selling information. You will need these to get your items ready for sale.

The members of the Sales Room sub-committee are happy to assist with any queries:

Margaret Barclay	6288 7269
Marilyn Crabb	6254 5383
Marie Reed	6247 3079
Wendy Saclier	6281 4117
Joanne West	6286 6474

Canberra Quilters provides display equipment, cash registers and EFTPOS facilities for the Sales Room, collects money and records sales. For these services, Canberra Quilters takes a 10% commission on items, and Expertise Events a further 7.5% (total 17.5%). After the Exhibition, sellers receive a cheque from CQ for their sales, less commissions.

While every effort is made to keep the Sales Room secure, shoplifting does happen. Canberra Quilters Inc. cannot accept responsibility for items that go missing, and encourages sellers to be vigilant while doing their Sales Room roster shifts.

Copyright

If you have used a purchased pattern, or a pattern from a book, magazine or online, or attended a workshop, you have bought the right to use the pattern for personal use. This includes displaying your quilt in an

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exhibition. However, you do need to acknowledge or attribute your source. The *Entry Form* contains space for you to do so.

If you have copied an image from a postcard, painting, book, photograph, CD cover or copyrighted website you will have breached copyright law if you do not seek and gain permission from the copyright owner, to show your quilt. **If you intend displaying your quilt publicly, obtain copyright approval before you start your quilt.** The copyright holder may not give you permission to replicate their design.

If someone else has drawn a design, or taken a photograph, they own the copyright to that design. The original item does not need to display the copyright symbol or warning. The mere act of drawing the design or taking the photograph gives the artist, designer or photographer copyright on the image.

Copyright does not attach to techniques or to the vast majority of traditional patchwork and appliqué block designs.

Your copyright

You own copyright on your completed quilt or creative clothing. By signing the Conditions Declaration on the *Entry Form* you are granting your permission for Canberra Quilters Inc. to reproduce an image on the web site, in an electronic catalogue or for publicity of Canberra Quilters Inc. events.

Quilt photography

Canberra Quilters Inc. allows photography in the exhibition area, by the general public. Unsolicited reports and reviews, with images, occasionally appear. We have no control over this. However magazines do approach us for follow-up information for an article and in those cases we put the journalist in contact with the quilter to ensure permissions are obtained.

Insurance

Canberra Quilters Inc. is unable to offer insurance coverage on any items exhibited, or for sale, from the time they are delivered

until they are collected from Exhibition Park.

Challenge Quilts

All challenge quilts will remain with Canberra Quilters for 12 months after the exhibition as they are sent to other groups for display.

While every care is taken with the packing and transport of the travelling Challenge quilts, they are not insured by Canberra Quilters Inc. while they are travelling.

Photos

These are important for the designer.

Photos need to be 10cm x 15cm in size, printed on photo paper.

Catalogue / display description

This year we will be trialling having a simple PDF catalogue, held at the front desk. It will also be downloadable from the website. The description of an exhibition item will be printed on the display card that is pinned next to the quilt or item of creative clothing.

Your 50-word catalogue description must include attribution of any pattern, book, website or workshop.

It must be written in the third person. To write a third person catalogue description of your quilt you need to use expressions such as:

The maker was influenced by ...

This quilt is ...

This quilt took six months to make ...

For example:

Rainbow Squares

Alison based her quilt on a Carolyn Foster design in 'Quilting-on-the-Go'. She has quilted it by machine using the quilt-as-you-go method. The name was inspired by comments her young son made.

Entry acknowledgement

You will receive an acknowledgement via email or post that your entry form has been received and processed. This will also include the quilt sleeve instructions. If you have not been contacted by 6 July please contact Exhibition Secretary: Linden Vine or Exhibition Coordinator Julie Ricketts.

Preparation for delivery

All quilts must be clearly and securely labelled with your name and phone number and the title of your quilt. Ideally, the label should be made of fabric and stitched on the back of the quilt. If the quilt is for sale you must also attach a care label and a pricing swing tag. Don't forget to include the sleeve or rod pocket on each quilt.

All Creative Clothing items must be clearly and securely labelled with your name, phone number and name of item; and delivered in a labelled garment bag.

Sales Room items are to be delivered according to the instructions in the Seller's Kit. You must have submitted an *Intention to Sell* form to receive these instructions.

Delivery

Delivery of exhibition quilts and creative clothing will be to the Canberra Quilters Headquarters at Cook. This offers a secure environment for accepting, sorting and photographing the quilts and clothing.

Delivery day is Saturday 28 July 2018 between 9.00am and 4.30pm.

**Address: Canberra Quilters Inc.
Cook Hub Building C
41 Templeton Street, Cook ACT 2614**

You need to deliver your Sales Room items to Exhibition Park on 8 August, between 10am and 1pm.

Volunteers needed

Volunteers for set up (Tuesday afternoon) and quilt hanging (Wednesday) days are required. Men and very handy women are needed from 3pm on Tuesday 8 August to assemble frames and assist with heavy items. Please bring high ladders and 3-metre steel measuring tapes. They are also needed on Sunday from 4.30pm for the take down of the exhibition. Perhaps your husband, son or brother can help?

For quilt hanging activities on Wednesday 8 August, volunteers need to have, if possible, a small step ladder or kitchen

steps and wear sturdy, comfortable, enclosed footwear. Quilt hanging day is fun because you get to see and handle the quilts.

Security and safety

Expertise Events routinely provides general security at the exhibition. Canberra Quilters undertakes passive security measures such as secure pinning of quilts to screens and using a security wire through the sleeve of small quilts.

During set up, hanging, pull down and collection of quilts and sales room goods, the exhibition pavilion is deemed a construction site under workplace health and safety laws. For this reason, **no children under 15 are permitted into the pavilion on Hanging Day (8 August) or after 4.30pm on Sunday (12 August).** Please make appropriate arrangements for childcare or collection of your exhibits or sales room items.

Collecting exhibition and sales room items

You (or your authorised representative) need to collect exhibition items and all unsold Sales Room items from Coorong Pavilion at Exhibition Park on Sunday 12 August 2018 after 5.30pm.

Our volunteers cannot start taking down the exhibits and organising the unsold items until all visitors have cleared the area. Our volunteers must check all items, both Exhibition and Sales Room, off the master list before releasing them to you (or your authorised representative). You cannot collect items before 5.30pm or before they have been checked off the list.

You will need to wear a fluoro work vest while collecting your items. Canberra Quilters can supply you with one for use within the pavilion. Please collect and return vests at the Coorong Pavilion. We will advise which entrance later.

Canberra Quilters Inc. will not be responsible for items not collected.

EXHIBITION CATEGORIES AND AWARDS

1: Large Quilt (non-professional)

Minimum size 150cm length or width, maximum size 290cm length or width, with a 1cm tolerance.

2: Large Quilt (professional)

Minimum size 150cm length or width, maximum size 290cm length or width, with a 1cm tolerance.

3: Small Quilt (non-professional)

Maximum size 150 cm length or width, with a 1cm tolerance.

4: Small Quilt (professional)

Maximum size 150 cm length or width, with a 1cm tolerance.

5: Mixed Media Quilt (open)

Quilt may include materials other than fabric and must include mixed techniques such as embroidery, embellishment, painting, printing, dyeing, fibre manipulation and/or trapunto. Must comprise at least 50% fabric and meet the definition of a quilt (condition 5).

Maximum size 290 cm length or width.

6: Art Quilt (open)

An original design with no similarity to the work of another artist. Maximum size 240 cm length or width.

7: Group Quilt (open)

Three or more people must have constructed the quilt, and at least one of the makers must be a Canberra Quilters Inc. member. The quilt may be commercially quilted, that is, one of the makers may be a commercial quilter.

Maximum size 290 cm length or width.

8: Commercially-Quilted Quilt (open)

Any quilt made by a member and quilted by a commercial quilter.

Maximum size 290 cm length or width.

9: Challenge Quilt (open)

Response to the theme *in your prime*, measuring 70 cm x 50 cm, with 1cm tolerance allowance. Landscape OR portrait orientation.

10: Tiny Treasure Quilt (open)

No side larger than 35 cm, with a maximum perimeter of 140cm.

11: Creative Clothing

An item of adult clothing that incorporates at least two of patchwork, appliqué or quilting. It may also include other creative manipulation and embellishment techniques. Member may enter up to two items.

15: Quilts by children - primary school

Children attending primary school may enter up to three quilts each in this category, but must indicate order of preference on the entry form. Siblings may enter a joint quilt. Maximum size 290 cm length or width.

16: Quilts by youth - secondary school

Children attending secondary school may enter up to three quilts each in this category, but must indicate order of preference on the entry form. Siblings may enter a joint quilt. Maximum size 290 cm length or width.

Awards

Various awards will be made; some have specific guidelines attached to their granting. Some also include a prize. The judge determines the awards, except Viewers' Choice and Hangers' Award.

Category awards

Each category has 1st, 2nd and 3rd certificates and rosettes. Prizes are awarded as available. Non-prize winners in the Children and Youth categories will receive a fabric pack.

Margaret Armistead Award

First time non-professional exhibitors are eligible for this award (categories 1,3,5,6,9 &10). To be eligible, this must be the first time you have exhibited a quilt in a quilt show, anywhere. Please indicate whether you are a first time exhibitor on the entry form. The winner is chosen by the judge and will be announced at the opening of the exhibition. Quilts must be entirely the work of the entrant and must not be commercially quilted.

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Allan Armistead Junior Award

First time exhibitors in categories 15 and 16, the children and youth categories are eligible for this award. To be eligible, this must be the first time you have exhibited a quilt in a quilt show, anywhere. Please indicate whether you are a first time exhibitor on the entry form. The winner is chosen by the judge and will be announced at the opening of the exhibition. Quilts must be predominantly the work of the entrant and must not be commercially quilted. If there are no eligible entries the award will still be made, but as an encouragement award.

Best Use of Colour

Awarded to the quilt judged to have best use of colour.

Retaining the Tradition

Awarded to the quilt judged to best exemplify the traditions of patchwork or appliqué and quilting (hand or machine).

Excellence in Hand Quilting

Awarded to the quilt judged to best demonstrate excellence in hand quilting.

AMQA Machine Quilting Awards

The Australian Machine Quilting Association is sponsoring two awards for machine quilting:

- **AMQA Machine Quilting (Domestic) Award** for a quilt quilted by the quilter on a stationary domestic/mid-arm machine through which the quilt moves.
- **AMQA Machine Quilting (Frame) Award**, for a quilt quilted by the quilter on any style of machine-and-frame system where the quilt is stationary and the machine moves over it during quilting.

You must detail your quilting process on the entry form. State the make and model of machine/quilting system, whether the method used was freehand or computer assisted, and acknowledging the designer of any quilting patterns used.

Modern Quilting Award

Quilts in categories 1 - 10 are eligible for this award. Quilt will be chosen for impact rather than perfection. It should:

- Embrace simplicity and minimalism
- Contain bold colours, current colour trend combinations or graphic prints
- Reflect an increased use of solid coloured fabrics, or

- May contain reinterpreted traditional blocks

Embellishment Award

Awarded to the quilt or item of creative clothing making the best use of embellishment.

Batik Fabric Award

Awarded to a quilt making the best use of batik fabric. Minimum of 50% of quilt top to be batik.

Bernina Best of Show Award

The Judge will determine the quilt that receives the Bernina Best of Show award. The Judge's decision is final and no correspondence will be entered into. The Bernina Best of Show quilt is drawn from the first place quilts in categories 1 to 6. The 'Best of Show' winner retains the first place award and the prize in the respective category.

The winner of 'Best of Show' award must agree to submit the winning quilt in the 'Best of Australia' National Quilt Award, sponsored by Bernina. The winner is also required to make the quilt available to travel to venues displaying the 'Best of Australia' entries for the following calendar year (2018).

Bernina Amateur Encouragement Award

The Judge will determine the quilt that receives this award. It will be drawn from the quilts awarded first place in categories 1 and 3 and the best placed non-professional quilts in categories 5 and 6.

Bernina Secondary Student Award

An award is made to a junior quilt maker attending secondary school, sponsored by Bernina. The Judge will choose the recipient from the quilts in category 16.

Hangers' Award

A fun award chosen by the exhibition hangers.

Viewers' Choice Awards

Three Viewers' Choice Awards will be granted – one for Quilts, one for Small Quilts and one for Creative Clothing. The Quilts award includes entries from categories 1 - 8. The Small Quilts award includes entries from Categories 9 and 10. All entries are considered for a Viewers' Choice award.

Viewers' Choice awards are not judged, but are made on the basis of the most number of votes received from visitors to the exhibition. Voting slips are available at the front desk at the exhibition.

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CONDITIONS OF ENTRY

1. Entry to this exhibition is open only to financial members of Canberra Quilters Inc. as at midnight on 31 March 2018.
2. Children under 18 years of age, who are sponsored by an eligible member of Canberra Quilters Inc. or are junior members, are eligible to enter only the appropriate school-level category. Age is at the commencement date of the school year. Quilts must be predominantly the work of the entrant and not be commercially quilted. No administration fee is payable for these entries.
3. A separate entry form is required for each item submitted. A non-refundable administration fee of \$15 is required with the entry form(s). This covers all entries by a member. Interstate and overseas entries are required to pay for return postage of their entered items.
4. Closing date for the return of entry forms is **20 June 2018**.
5. For this exhibition, a quilt is considered to have at least 3 layers, held together with stitching.
6. Quilts and Creative Clothing not previously shown at a Canberra Quilters Members' Exhibition are eligible for entry.
7. If entered under one name, the quilt must be the maker's own work, including construction, quilting and binding.
8. Quilts must have been completed after 1 January 2015.
9. Each member may enter only two quilts in each category for which the member is eligible.
10. A maximum of two quilts by a member may be nominated for judging.
11. Due to space limitations it may not be possible to display all quilts entered. Where a member enters multiple quilts an order of preference must be indicated on the entry forms.
12. Each member may enter up to two items in the Creative Clothing category. Due to space limitations it may not be possible to display all items entered. Where a member enters multiple items, an order of preference is to be indicated on the entry forms.
13. If a quilt is entered by two people, each must be a financial member of Canberra Quilters Inc. They may enter two joint quilts per category for which they are both eligible. Either member may enter another quilt in a category in which they have entered only one joint quilt.
14. Full details must be supplied and attribution given if your quilt or creative clothing is made in a class or workshop (including online), from a kit, publication or commercial pattern, whether printed or online; or is commercially quilted. **These details need to be included in your 50-word catalogue description.**
15. It is the responsibility of the quiltmaker to obtain written permission and pay any fee regarding the use of copyright material. A copy of each permission should be attached to the entry form.
16. Members exhibiting are required to do a single rostered shift at the exhibition. To sell in the Sales Room a member is required to do a Sales Room roster shift for each 50 items, or part thereof, submitted for sale. You may have obligations in both areas. If an exhibitor is unable to perform roster shifts they need to nominate another Canberra Quilter as a substitute, at the time of entry.
17. Quilts can be accepted only if they can be pinned on a screen or hung on a rod. No framed items or quilted objects will be accepted.
18. All quilts will be folded as part of the exhibition process. Creative Clothing items need to be delivered on a labelled hanger in a labelled garment bag or in a labelled carry bag. No special handling arrangements are possible for items entered in the exhibition.
19. All quilts must have a **hanging sleeve** running across the top of the back of the quilt, to a finished depth of at least 10 cm.
20. The maximum size of a quilt is 290 cm length or width, unless otherwise specified in the category definitions. Quilts of 240 cm or greater in length must have a split sleeve, constructed according to the diagram provided to you. This is also on the website.
21. A **label** stating the name, address and phone number of the entrant and the title of the item must be securely sewn to the back of the quilt or on the inside of the garment.
22. A **colour photograph** must accompany each entry form. The exceptions are the Challenge and Tiny Treasure categories, which only require a completed entry form. Photographs must be standard size (10 cm x 15 cm) and printed on photo paper. The photo should be of the whole quilt. Creative Clothing photos should have a front and back view of the garment/item. On the back of the photo please include quilt or item title and size (length x width), name and contact number of member and indication of hanging direction (TOP or arrows).
23. The Committee of Canberra Quilters Inc. reserves the right to exercise its discretion in the

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- selection and display of exhibition items. Items selected for display must remain in place for the duration of the exhibition.
24. The catalogue will indicate whether an item is for sale. A total of 17.5% commission will be charged on all sales. GST must be included in the selling price.
25. The Committee of Canberra Quilters Inc. reserves the right to photograph your entry for our records and to use those photographs for publicity and other appropriate purposes such as the newsletter, website, electronic catalogue or magazine reviews. Unsolicited reports and reviews containing images may also appear in newspapers, print publications and online. The general public are permitted to photograph the exhibits for personal use.
26. While taking every care, Canberra Quilters Inc. is not liable for any loss, damage or destruction of exhibition items, however such loss, damage or destruction is caused, including any negligent act or omission, fault or cause. Insurance cover, if desired, is the responsibility of the maker.
27. The Judge's decision is final and no correspondence will be entered into. If the Judge believes the standard of work is not high enough in any category, the Judge reserves the right not to grant any awards or prizes in that category. The Judge will not provide written or verbal feedback about any entry.
28. The Committee of Canberra Quilters Inc. or Judge will not move entries out of their nominated categories unless they are entered in a category for which they are not eligible.
29. Any quilt selected as Bernina Best of Show must be available to tour Australia in 2018 in the Bernina Australian National Quilt Award tour. A quilt which is eligible for the Bernina National Quilt Award (NQA) cannot be considered for Best of Show in Canberra Quilters exhibition if it received a Best of Show or Best of State award in another State or Territory. If this applies to you please inform the Exhibition Secretary
- The Bernina Australian National Quilt Award tour requires quilts from January to December 2018, inclusive. Any entrant who withdraws a quilt from this tour for reasons other than misadventure (such as fire or theft), will be ineligible to have his or her quilts considered for the Best of Show award in any Australian Territory or State guild exhibition for the following two years.
30. **Solely for the purposes of judging at this exhibition** a Professional Quiltmaker or Quilter is defined as someone who satisfies one or more of the following:
- Has won Best of Show or has won two or more 1st place awards in a major show. (A major show is a state/territory association's judged exhibition or competition or a national/international judged exhibition or competition.)
 - Has financial involvement, teaches or publishes in any medium in the field of quilting, and/or
 - Sells, designs or participates in making quilts for ongoing financial gain.
- Financial gain is defined as any amount above the cost of creating the quilt, cost of creating any article, design, teaching aids including samples, notes and travelling expenses.
- Once a person has exhibited as a professional, non-professional status cannot be resumed.
31. **Commercial quilting:** Any quilting done by a commercial quilting business whether or not payment is received. The quilting may have been done by hand, domestic sewing machine, frame-mounted machine, long-arm machine or computer aided stitching.
32. **Group quilt:** Three or more people have made the quilt. This includes friendship-group quilts. At least one of the makers must be a Canberra Quilters Inc. member and the quilt must be entered under the member's name. The quilt may be commercially quilted if one of the makers is a commercial quilter.
33. **Creative clothing:** Clothing that includes fabric and/or other resources and techniques. . Techniques must include two of patchwork, quilting and appliqué. May include hand or machine embroidery, embellishments (beads, buttons, other objects), painting, printing, dyeing, fabric manipulation or garment repurposing.

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ENTRY FORM

Complete one form for each item you enter. If necessary photocopy this form before you complete it. Read the form carefully, **complete every section and tick appropriate boxes. Please print using BLACK pen.**

Member's details

Name: _____

Membership number: _____

Phone: _____ (h) _____ (w)

Mobile: _____

Email: _____

Children and Youth categories only

Child's name: _____

School Year: _____

School Name: _____

Catalogue details

Category number and name: _____

Quilt / clothing title: _____

Date completed: _____

Length: _____ (cm) Width: _____ (cm)

Orientation Portrait Landscape Square

Please write a catalogue description, **in the third person**, of no more than 50 words, **including references to pattern source, workshop and commercial quilter** (condition 14). It may be edited without reference to you. Attach a separate sheet if needed.

Sale details

Is the item for sale? Yes* No

Price: \$ _____

***Please complete *Intention to Sell* form.**

Design details

Is your item an entirely original design? Yes No

OR Traditional Variation on traditional

OR is it from:

Publication Kit

Commercial Pattern Class/workshop

Please give details: _____

Order of preference (in case of display limitations)

Is this your first, second, third or other choice?
(Please circle appropriate answer) **1st / 2nd / 3rd / 4th**

Judging

Do you wish your entry to be judged?
(If no, skip to Copyright Declaration)

Yes No

Is this your first or second choice for judging?
(Please circle appropriate answer) **1st / 2nd**

Are you deemed to be a professional for the purposes of this exhibition? (Condition 30)

Yes No

Quilting details for awards

Quilted by: Self Other (commercial)

If self, please provide details:

Hand Domestic
OR Machine OR Frame System

Machine Make and Model: _____

Freehand/ own pattern OR Computer Assisted

If other, please provide details: _____

Quilter's name: _____

Company: _____

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Further details

Is this the first time you have exhibited a quilt anywhere? (eligible for Armistead Award)

Yes No

Is your quilt eligible for the Batik Fabric Award? (50% or more batik fabric on quilt top)

Yes No

Do you wish your quilt to be considered for the Modern Quilt Award?

Yes No

Group quilt details (where applicable)

If your quilt is entered in the Group Quilt category (7), please list the names of the other quilters involved in making the quilt:

Copyright declaration

I declare that:

- this is my own original design, or
- this is a traditional design to which no other person has a copyright claim, or
- this is from a pattern, publication, class/workshop or kit, that I have purchased, or
- I have obtained copyright permission (attached) to use the design.

Signature: _____

Date: _____

Conditions declaration

I have read, understand and accept the Conditions of Entry to the Canberra Quilters Inc. Members' Exhibition 2018.

Signature: _____

Date: _____

Collection authorisation

I am unable to collect my exhibit/s and authorise

to collect them on my behalf.

Administration fee

A single \$15 administration fee applies, regardless of the number of entries you submit. No entry fee is required for entries in categories 15 and 16 (Children and Youth).

Fee is enclosed Yes No

OR sent with Sales Room *Intention to Sell* form

Yes No

Tick method of payment :

Direct deposit to Canberra Quilters Inc account :

BSB: 062 909

Account: 00901010

Please include your surname + EXH on the transaction. OR

Cheque or Money Order made out to **Canberra Quilters Inc;** OR

Cash if handed directly to Exhibition Secretary;

Send your:

- signed entry form(s)
- volunteer form
- photographs (10 cm x 15 cm photo paper), refer to condition 22 for details to be recorded on the back of the photo
- administration fee of \$15

TO:

**Julie Ricketts
66 Pickworth Street
Holt A.C.T 2615**

Deadline for entry is 20 June 2018.

If you are having problems completing this form, phone Julie Ricketts on 0418 885 476

Admin use only:

Volunteer form included	
Photo included	
Receipt issued	
Entry details recorded	
Entry acknowledged	
Any follow-up required?	

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INTENTION TO SELL FORM

Complete this form if you intend to sell any items, either in the Sales Room or in the exhibition. You may not sell items that compete with merchant hall stall holders.

Print clearly in **BLACK PEN**, ticking boxes where required.

Member's details

Name: _____

Membership number: _____

Address: _____

Postcode _____

Phone: _____ (h) _____ (w)

Mobile: _____

Email: _____

Banking Details (optional)

I am happy to have any money from my sales paid directly into my account as entered below. A remittance advice will be sent via email.

BSB: _____

Account Number: _____

Exhibition Sales Details

My exhibition quilt(s) will be for sale Yes No

Number of quilts

Sales Room Details

I will be selling items in the Sales Room Yes No

Number of items (Maximum of 200)

Number of shifts to be worked (one for each 50 items)

GST declaration

Please sign the declaration appropriate to your situation.

I am not registered for GST

Under Pay-As-You-Go legislation and guidelines produced by the Australian Taxation Office, I hereby provide Canberra Quilters Inc. with a written statement that, for the supply of the goods and services I am making and any further supplies of this type that I make to Canberra Quilters Inc., the supply is made in my capacity as an individual, and the supply is made in the course of an activity that is a private recreational pursuit or hobby.

Signature: _____

Date: _____

OR

I have an ABN but I have chosen not to register my business for GST as my business grosses less than \$50 000 a year.

ABN: _____

Trading name: _____

Signature: _____

Date: _____

OR

I am registered for GST

ABN: _____

Trading name: _____

Signature: _____

Date: _____

Conditions declaration

I have read, understand and accept the Conditions of Entry to the Canberra Quilters Inc. Members' Exhibition 2018.

Signature: _____

Date: _____

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Sales Room Volunteer Roster Details

For administration purposes, please indicate below what shifts you volunteered for on the Volunteer Form, including alternates:

Day	10am to 12.15pm	12.10pm to 2.25pm	2.20pm to 4.30pm
Wednesday 8/8 (set-up)			xxxxxxxx
Thursday 9/8			
Friday 10/8			
Saturday 11/8			
Sunday 12/8			

Administration fee

A single \$15 administration fee applies, regardless of whether you are exhibiting, selling in the Sales Room or both.

Fee is enclosed Yes No

OR sent with Exhibition Entry form
 Yes No

Tick method of payment :

Direct deposit to Canberra Quilters Inc account

BSB: 062 909

Account: 00901010

Please include your surname + EXH on the transaction. OR

Cheque or Money Order made out to
Canberra Quilters Inc; OR

Cash if handed directly to Sales Room co-ordinator;

Send your:

- signed Intention to Sell
- administration fee of \$15

TO:

**Joanne West
39 Gouger Street
TORRENS ACT 2607**

Deadline for entry is 20 June 2018.

Canberra Quilters Inc. Members' Exhibition 2018

VOLUNTEER FORM

Please complete the whole form and print clearly in BLACK ink.

Your details

Member's name:	Membership number:	
Phone:	(h)	Mobile:
Email (print clearly):		
Are you able to walk around?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you sit and stand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you sit only?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Mandatory roster shifts

Exhibition -You are required to perform a SINGLE shift on the roster if you are exhibiting. You can volunteer to perform additional shifts.

Sales Room - You are obliged to volunteer in the Sales Room, if you are selling goods there. The number of shifts you perform is determined by the number of items you have for sale. One shift for each 50 items, or part thereof, up to a maximum of 200 items.

Number of Sales Room shifts you need to work

Volunteer shifts for non-exhibitors

If you are able to volunteer a shift, please indicate your availability.

Roster Preferences

If you are only working in the Sales Room, mark SR.

If you would like to participate in *Quilts for Others* for any of your rostered shifts, please write 'QFO' in the appropriate timeslot and indicate what task you are able to do on your *Quilts for Others* shift. P = Piecing or Q = Machine Quilting, E=Either

Your availability

Place a tick in the timeslot of each shift for which you are volunteering. Provide at least one alternative timeslot and indicate this with an 'A' beside the tick. If you are required to work multiple shifts please concentrate them on one or two days. Every effort will be made to accommodate your request.

8 August	Wednesday (Quilt Hanging Day)	9am to 12.30pm <input type="checkbox"/>	12.30pm -3.30pm <input type="checkbox"/>	*3.30pm - 7pm <input type="checkbox"/>
9 August	Thursday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
10 August	Friday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
11 August	Saturday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
12 August	Sunday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	**2.20pm - 6.30pm <input type="checkbox"/>

Canberra Quilters Inc. Members' Exhibition 2018

Concessional entry

By volunteering you gain entry to the Craft and Quilt Fair. This is not free - you do pay through your administration fee and from the surplus Canberra Quilters makes at the exhibition. The current arrangements can continue as long as the admin fee covers our costs and we make a surplus. Please do not abuse this arrangement by spreading your rosters over four days or attempt to gain entry on days you are not rostered. If you are doing multiple shifts please consolidate them to one or two days.

Quilt hanging day- special requirements

*Last shift on Wednesday an extended roster until 7.00pm. You probably won't need to stay that late.

If you can, please bring a small step ladder. You should be comfortable using the step ladder. Under OH&S legislation the pavilion is considered a construction site. Please therefore wear comfortable enclosed footwear and the fluoro vest that will be provided when you arrive.

Exhibition Takedown

**Last shift on Sunday is an extended roster (until about 6.30pm) to help with take-down and check out

Rostered duties

You are expected to arrive on time and remain at your assigned roster task for the duration of your shift, except for necessary toilet breaks. A shift is 2 ¼ hours and there is no provision for a tea break or to consume beverages while on duty.

Rostered duties include:

- entry and catalogue sales (seated)
- raffle ticket sales (seated)
- sales room (some seated, some standing)
- floor monitoring (white glove person-standing and walking)
- Quilts for Others (seated, some standing if pinning)

Members volunteering to do a shift with QFO assist in making quilts which QFO distributes to community organisations. You are asked to nominate a preference – piecing, quilting or either. Bernina provides the sewing machines and QFO provides the kits to sew, pinned quilts to quilt and all sewing equipment. If you like to wear gloves when quilting, please bring your own.

Children on roster

Children are not permitted to perform rostered duties in the exhibition or the sales room. Nor are they permitted to accompany parents or grandparents performing roster duties in the exhibition or sales room.

Volunteers' room

A Volunteers' room will be available to house your coats etc. This room is not accessible to the public and it may not be occupied at all times. This is not a break room so please do not consume food or beverages in the room. This is not a secure area.

Security

To ensure security of your valuables, please secure them on your person or in your vehicle. Pass outs from the Craft Fair are available at the main entrance / exit.

Reporting for duty

Please report to the Roster Coordinator 10 minutes before the start of your shift. The Roster Coordinator is usually at the main entrance to the Quilt Exhibition.

Form return

Please return this form with your entry form(s) to the Exhibition Coordinator:

Julie Ricketts
66 Pickworth Street
HOLT ACT 2615

The forms will be passed to the roster co-ordinator and you will be given confirmation of your roster schedule by late July. You may receive this confirmation by email so please **clearly print** your email address in the appropriate box.

If you are having any problems completing this form phone Julie Ricketts on 0418 885 476.