

INTERNATIONAL QUILT FESTIVAL WORKER'S GUIDE

**George R. Brown Convention Center
1001 Avenida de las Americas
Houston, Texas**

Festival is Oct. 28th-31st, with preview night Oct 27th.

I am so happy that you signed up to work the show! The International Quilt Festival has been one of Houston's largest annual conventions. This event is half art show and half shopping spree. There are also bus tours, demos, classes, and other activities going on throughout the week and into the weekend. If you have never seen it, you are in for a big surprise and a wonderful treat. **Due to Covid 19, this year things will be a little different.**

General Information:

- Please read **ALL** the information about your position **BEFORE** you come to work. I have added details to each of the positions. Every position is very important to the success of the show.
- We pay \$7.25 an hour, parking or bus fare (up to \$25 with parking receipt), and you receive free entry to the show for each day you work - a \$15 value.
- We hope to have your check in the mail to you by the **1st of December**.
- **A reminder, this is a professional show, so please dress and act appropriately.**
- **Please listen and follow directions given to you by Quilts, Inc. staff and members of the Piece Corps.**
- You are our eyes and ears at the show. Report anything unusual to Terri.

During Set-up:

- Please be sure to bring a packed lunch, snack, or dinner.
- There will be a water station during set-up and takedown on the show floor. Bring a labeled bottle of water to refill.
- During set-up, we will have bag check downstairs in back of Hall D for your personal belongings. Use fanny packs for money and important items.
- Parking is free during this time behind the building. Park as close to Hall E as possible! **SEE MAP!**

During Festival:

- There will be a break room upstairs above D, on the 2nd floor, **room 215, labeled "Show Assistants"** with cold drinks once the show has opened. It will be set up **after** Oct. 26th. If you see someone taking drinks, food, etc. from our break room, please let me know.
- Goodies to share are appreciated in the break room.
- There will be a few small lockers for your personal items in the break room. Please bring a lock.
- During the shows, you will be able to check your belongings in at the bag check on Level 1, Concourse C. The fee is waived by showing your credential.
- **Please do not go into the room labeled "Quilts, Inc. staff."**
- The only people that should be in the break room will be those with the same color badges you have, staff (red or blue picture badges).

My cell phone number is below. Please only contact me through that number. If I don't answer, send a text. Sometimes the call doesn't come through, but the text will. I will get back to you ASAP!

Thank you for working and I will see you soon!

Terri Winsauer

Quilts Inc.

Piece Corps Coordinator

International Quilt Festival Volunteer/Show Assistant Coordinator

Cell: 281-432-9396

E-mail: worktheshow@quilts.com

PLEASE READ ALL INFORMATION BEFORE COMING TO THE SHOW!

VOLUNTEER/SHOW ASSISTANT CHECK-IN DESK

The Volunteer/Show Assistant **Check-in Desk will be on Level 1, Concourse D**. All workers will need to go there each day to check-in for your assignment. On your first day, I will need to make 2 copies of your driver's license, one for our paperwork and one for your badge. When you have completed your shift you will need to ***go back to the same check-in desk to check out.*** **NOTE:** DURING SET-UP/HANGING from **SAT.-MON.** possibly **Tuesday**, there will be a check-in desk located at the back of **Hall D**. **Allow plenty of time to check-in before your scheduled shift** and be prepared to stay a few minutes after your shift.

Note: Please DO NOT PAY for parking Oct. 23rd-25th. Parking is free! I will not reimburse parking on these days. On Tuesday - Wednesday exhibitors arrive and parking gets tight in the back. If you can't get in, park at Toyota Tundra or any place you can find a parking space.

Once **Festival** has opened, if you are working the 2nd or 3rd shift of the day you **may come early** to receive your badge to the show before your scheduled shift. Parking/bus reimbursement will take place **after** your shift. Bring your parking stub as proof.

Those riding the bus – If your bus drops you off close to the Toyota Center, it might be easier to go to the parking garage that is connected to the Hilton/GRB to get to the GRB. It's labeled Convention Hotel Parking Garage on map. You will check in at the front desk in Hall D.

WHAT TO BRING

- Bring your driver's license or other I.D. (Copies will be made for your badge and our records).
- There is no place to leave your valuables so please bring in as little as possible. Your lunch and a fanny pack with your personal items are all you will need. I will have space for lunches **ONLY** at my desk.
- Bring a lunch during set-up. There will be no place to buy lunch at the convention center during set-up.
- Bring bottled water that can be refilled from the water dispenser.

WHAT TO WEAR

- **NOTE: THIS IS A PROFESSIONAL SHOW—PLEASE DRESS AND ACT APPROPRIATELY**
- **For all positions, it is important that you wear comfortable shoes! Fashion stops at the knees, so wear tennis shoes or whatever is comfortable! Please do not wear flip flops.**
- Clothing requirements may differ for each job and will be discussed in the job descriptions below.

HANGING QUILTS FOR THE QUILT SHOW

1. Wear clothing suitable for climbing ladders. Please do not wear short shorts or open-toed shoes.
2. ***Please do not wear make-up when working with the quilts. Make-up does not come off quilts.***
3. ***Wear white gloves at all times when handling quilts (we will provide them).***
4. Work in teams of three, one or two people with experience will direct the group.
5. ***Always lay the quilts on sheets*** and not directly on the floor.
6. ***Never leave the quilts unattended.*** One person must remain with the quilts on the show floor at all times (even during breaks).
7. **Your team leader needs to know where you are at all times. Please let them know if you need to excuse yourself for any reason. Please do not wander around in the hall.**

PROGRAM SELLERS

To help relieve the Commemorative booths, program sellers will be stationed close to the main entrance doors in the Concourse. The programs are sold for \$2 and you will be responsible for the money and programs. You are to cruise among the people in the Concourse to sell the Programs. After the show opens, there will be a table for you to sell from.

- Please dress nice, a **collared** shirt/blouse and pants/skirt and comfortable shoes. **NO** blue jeans or T-shirts please!
- An apron with pockets will be provided for cash.
- Familiarize yourself with the layout of the show floor (restrooms, First Aid, food courts, etc.)

QUILT GUARDIAN INFORMATION

You have been entrusted with the care of an exhibit, which includes one-of-a-kind pieces of art that are special and fragile. *This is the most important position of the show.*

- Your job is to make sure no one touches the quilts. You should **walk** within your assigned section of quilts.
- Wear a **collared** white/light shirt/blouse and black or dark colored slacks (men) or skirt/pants (ladies) and comfortable shoes.
- Familiarize yourself with the layout of the show floor (restrooms, First Aid, food courts, etc.)
- You will receive a white glove for one hand so that you can show the back of a quilt if asked. We do not touch small quilts.
- You will be in charge of a section of quilts.
 - Read the signs in your exhibit area for specific exhibit information.
 - Look for anything that needs attention (signs fallen over, bricks or power cords uncovered, etc.)
- You will be allowed bathroom breaks during your shift. Ask another guardian to watch both areas while you are gone. Please get back ASAP.
- Stay in your area until you are replaced or relieved.
- After your shift, turn in your ribbon, glove, map and sign out at Terri's desk.
- ***PLEASE DO NOT LEAVE THE QUILT AREA DURING YOUR SHIFT!***

DOOR PEOPLE at the FOOD COURT

We also use door people at the entrance of the exhibitor's food court area.

The Foodcourt – located in Hall B

Everyone is allowed at this location. Only **exhibitors** may leave with covered food and drink.

Attendees have to finish eating and/or drinking or cap any bottled drinks and put them away.

BAG CHECK

During Festival - for the convenience of the customers, we will have two places for them to check their purchases.

1. Located on Level 1, Concourse C at Business Services.
2. Located on Level 1, Concourse D with the Commemorative Booth.
 - Wear comfortable and nice clothes.
 - Written procedures will be provided at the show.

DUTIES OF DOOR PEOPLE

This is an exciting position as you are at the entrance to the world's largest annual quilt show. The pace is often fast—particularly preview night and morning shifts. During lunchtime, as people leave to go to lunch, it will get busy. You will have a chance to sit for a short time after the lunch crowd dwindles and during the evening shift. It

is better if you stand. We will have scanners to read the codes on each ticket. Once tickets have been scanned they will not be able to be used again! **Participants without badges will need to have their hand stamped on their way out.**

1. Please dress nice, wear color, a collared shirt/blouse and pants/skirt with comfortable shoes. No blue jeans or T-shirts please!
2. Familiarize yourself with the show floor, as you will be asked a lot of questions.
3. Guidelines will be provided to help you know how to identify who can come in.
4. **Do not allow OPEN food containers on the show floor at any time! Only exhibitors (blue badges) may take food into their booth, but it must be covered! This is in Halls B & C only!**
5. **No food or drink** (other than a clear capped bottle of water) allowed in Halls D.
6. Rolling carts are **not allowed** unless they have a medical tag (the wheelchair emblem)! They may check them in at baggage check on Level 1, Concourse C. Medical tags will be given to those with a doctor's note in room 213 on the 2nd floor.
7. **Tickets:** There are 3 different types of tickets: Preprinted colored tickets to scan, paper tickets printed on the home computer - to scan, and a complimentary white ticket that is to be taken.
8. **Please make sure that the people exiting the show floor that DO NOT HAVE A BADGE have had their hand stamped on their way out the doors!**
9. There will be more instruction given at the show.

DOOR PEOPLE at the DEAD DOORS

We have breakaway doors that people can go out but they cannot come back in. These don't always close and lock automatically, so they need to be watched. This is a sitting position. You may get up and walk around as long as you can see the doors. If you need to leave for a bathroom break please have someone to cover you. Anyone trying to enter the show has to go through one of the main lobby areas. Do not allow food or drink to walk into the Special Exhibit area. **Please be alert! Talking on the phone, playing games, doing hand work or reading a book are NOT allowed.**

COMMEMORATIVE BOOTH DUTIES

This is an exciting position as our wares and memorabilia are very popular with attendees. Please dress nice for this position and wear comfortable shoes.

1. You may work in this booth if you have worked there in the past or you work in the retail industry.
Experienced workers only.
2. Familiarize yourself with the show layout, as you will be asked questions.
3. Only authorized persons are allowed in the booth (Staff, Piece Corps, and Show Assistants working that shift).
4. Keep display stock replenished.
5. It is important to be courteous to all customers.
6. Receipts are given upon request (yellow copy goes with checks, money orders etc).
7. A **Piece Corps person or a designated person** will be in charge of the cash register.
8. You may take a **15-minute break** in the middle of your shift if needed. There is **no lunch break unless you are working all day or on Sunday** when you may have a 30 min. lunch break.

TAKE DOWN

On Sunday, a takedown meeting begins at 3:00 in the back **of Hall D.**

For those working a shift before closing, takedown begins as soon as the area is secured and taped off after the show closes at 4:00 p.m.

- When you sign in you will be given a **RED Wristband** to wear. This is to distinguish who should be on the show floor during takedown.

- Please get a blue jean apron and a pair of gloves before starting.
- **Please remove your makeup before working with the quilts.**
- You will be put into groups and given assignments by the staff or by Piece Corps. They will be wearing Red aprons (with Piece Corps on the back).
- The quilts are taken down by exhibit and are never left unsupervised. Staff and/or Piece Corps will let you know how to store them in their containers.
- **WE ARE Providing Dinner again this year.**
- **We will pay \$10 an hour for those working takedown.**

There will be 3 groupings of workers: Takedown crew, packing crew, and pick-up/cleaning crew.

The takedown crew:

1. Work in groups of 2 to 3 people.
2. Take down all the quilts in one exhibit, keeping them in order as they come down.
3. After you have filled your cart or finished that exhibit, take quilts over to the designated packing area. Pull the sheet off with all the quilts to leave with the packers.
4. Neatly stack Coreplast signs together against a post.

The packing crew:

1. Work in groups of 2 to 3 people.
2. Each container has a list of the quilts that are to be packed in that designated container.
3. Fold the quilts as directed. Some quilts have RIB, (Rolled in Box), on their quilt label. These will be rolled usually around a noodle covered with tissue.
4. With all quilts in container – place tissue on top, fold in plastic and secure container with zip ties (card board containers are to be taped).
5. When all is complete stack and move containers/boxes to designated staging area with others of the same exhibit.

The cleaning crew:

You will be going into the area where all the quilts have been removed.

1. Work in groups of 2 to 3 people.
2. You will be picking up the black lanyards, rods, music stands, sleeves and brick covers.
3. The black sleeves and brick (or black) covers are picked up and taken to a guardian that is sitting watching over quilts to be folded.
4. Music stands are folded carefully and gathered in a tall plastic bin.
5. Fold sheets and put in containers.
6. Do not pick up silver/black hooks; they belong to the Convention Center.
7. Instructions on which Coroplast signs to save and which labels can be removed will be given at take down.

Parking/Park & Ride Information

The Discovery Green Park across the street from the convention center is open, and with it, a large underground parking garage. Entrance is on Avenida de las Americas, and the rate is \$25. Bring receipt/ticket in for validation sticker. [See Map.](#)

The Hilton/Convention Center covered parking area connected to the Convention Center varies in price. It is based on an hourly rate, up to \$32 a day. There are no in-and-out privileges in the Convention Center covered parking.

The **Toyota Tundra** parking garage is \$10. There are no concerts or games during the show. No one will have to move.

Park & Ride service for the show:

<https://www.ridemetro.org/>