



Quilt Angel Handbook

Your Guide to Volunteering at the
International Quilt Festival



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01

Welcome

1.1 WELCOME

Greetings and welcome to the quilting community!

We are very pleased that you would like to volunteer with us this year. You will be part of a special group of people, called Quilt Angels. This handbook will provide you with the information needed for helping at the show. Please take a moment to read it before requesting any shifts.

To give you some background information, Quilts, Inc. is the parent company of the public show, The International Quilt Festival (IQF), and the trade show, The International Quilt Market (IQM), for the quilting and soft crafts industry. IQF is held annually at the George R. Brown Convention Center, attracting more than 35,000 attendees from over 35 countries to Houston each fall. Festival features more than 1,200 quilts and unique works of textile art on display. Shopping is available at more than 500 booths for fabric, supplies, crafts, and quilts along with 225 classes and lectures for all experience levels. Its Founder and Director Emeritus is Karoline (Karey) Bresenhan. She is a member of the Quilter's Hall of Fame.

To run a show of this size, we rely on people like you. We offer opportunities to learn about the rich history and preservation of quilts. We appreciate your time, energy, and support.

Blessings,
Garri Kaye
Piece Corps, Show Assistant & Volunteer Coordinator
International Quilt Market/Festival
Quilts, Inc.
worktheshow@quilts.com



1.2 QUILT ANGEL DUTIES

Quilt Angels, usually guard the quilts during Market and Festival, but can also help setup the quilt exhibit area, hang quilts, and perform several other jobs as well as help with takedown after the show is closed. As a Quilt Angel you can donate as much time as you want. We do ask that you work at least one 2-hour shift. If you work 6 hours, you can earn priority class enrollment for the following year's show. All 6 hours do not have to be worked in one day. Read the job descriptions starting on page 9 for details and requirements.

1.3 PERKS

Quilt Angels earn priority class enrollment after donating six hours of time and receive free entry to the show each day that they are scheduled to work.

PRIORITY ENROLLMENT	This means that next year, you would receive a link to register for classes a week before the general public. We ask that you work two – 3-hour shifts or three – 2-hour shifts.
PARKING	Parking is free behind the GRB Convention Center, <u>during setup ONLY</u> . For Festival parking options see the Parking Map on the Quilt Angel Webpage.
TAKE-DOWN	If you work to 10:30 pm on Sunday or until takedown is done, Quilts, Inc. will provide dinner.

Market is not open to the public or to children. If you are working during Market, you will not be eligible to shop the vendors before or after your shift, but you will be able to see the quilts in special exhibits.

Festival is open to the public. You may shop before or after your shifts starting on Wednesday, October 8/Preview Night before Festival begins.



1.5 WHAT TO DO NEXT

REVIEW JOB DESCRIPTIONS

Your next step is to read the Job Descriptions on the following pages to determine which job(s) you prefer to perform. After you have read the descriptions, please go back to the [Quilt Angel Webpage](#) and click the [Available Shifts button](#) to review the shifts. Write down (or copy & paste into the reply email) the dates you are available to volunteer & the Shift info. Choose three shifts per day and number them according to your 1st, 2nd, and 3rd preference. Reply to Garri Kaye's email with the following info:

- Your mailing address
- Your cell and home phone numbers
- A selfie photo/headshot
- TYPE *Ladder*, if you can climb a ladder.
- Your 1st, 2nd, and 3rd choice of shift for each day you are available to work. Please include the **Shift ID, Job, Date & Time.**

Before going to the George R Brown Convention Center to volunteer. Read the show policy and procedures starting on page 11 for more information and instructions.

02

JOB DESCRIPTIONS



2.1 QUILT HANGER

With a crew of 3-4 people, this job requires you to climb a 3-step ladder to hang the quilts. You will be on your feet for long periods of time. Quilt Hangers must be able to lift up to 15 pounds. This is a physically demanding job. If you are unable to perform strenuous physical activities, please do not sign-up for this position. The average quilt exhibit includes 25-30 quilts of various sizes.

2.2 QUILT HANGER - NO LADDER

This person helps with unboxing the quilts, reading the exhibit layouts, and passing the quilts to the crew members standing on the ladders. This job requires being on your feet for long periods of time as well as walking the showroom floor gathering materials, placing music stands in the exhibits, covering bricks, and putting up signage. You must be able to lift up to 15 pounds. The average quilt exhibit includes 25-30 quilts of various sizes.

2.3 QUILT GUARDIAN

This person protects the quilts. It entails walking around a designated path in the exhibit area to ensure attendees do not touch the quilts. This job requires being on your feet for 4 or more hours. You shall not stand in one place too long. If you are unable to fulfill this requirement, do not sign up for this position. You will be allowed bathroom breaks during your shift. If you need a break, find another Guardian to watch your area and theirs until you return.

2.4 DEAD DOOR PERSON

This person monitors breakaway doors that do not close and lock automatically. People can exit the doors, but they cannot come back in (except during setup or takedown. This is a seated job and is a good fit for persons that cannot be on their feet any length of time. Security and uniformed police officers will be patrolling the convention center for assistance if needed.

2.6 FOOD COURT MONITOR

This person monitors people entering the showroom floor with food and open drinks. Attendees can bring in clear water bottles, but they must be capped and put away. Only exhibitors are allowed to bring in covered food and drinks. You will be expected to politely ask violators to cover or put away open containers of food/drink. This job is a good fit for persons that cannot be on their feet for long periods of time.

2.7 TAKEDOWN CREW MEMBER

After the show closes on Sunday, with a crew of 3-4 people, you will remove the quilts from the hanging system in the exhibit hall, assist in folding the quilts, and pack them in boxes. You will also perform any other tasks assigned by the Quilts, Inc. Staff and Piece Corps Leaders. Quilts, Inc. will provide dinner for those working until 10:30pm or until takedown is done.

03

Show Policy and Procedures



3.1 Instructions for Volunteering during Set-Up

You may choose to volunteer during Set-up, Festival, and Takedown. Shifts run from 3 to 6 hours depending on the job.

➤ **During SET-UP** Tuesday, September 30 to Friday, October 3

Arrive 30 minutes before your shift begins and go to the **back of Hall C** to the Volunteer/Show Assistant Check-In Desk. There you will sign a Volunteer Contract, sign-in on a PINK sheet, pickup your Badge, White Gloves, and join a crew.

➤ **WHAT TO BRING**

- Driver's license or other ID to check-in.
- A packed lunch, snack, or dinner. NO food vendors available during setup. Limited food options start on Oct 3.
- A clear bottle of water to refill. A water station is available on the show floor.
- A fanny packs to keep money and important items with you. A bag check area is available for your personal belongings in the back of Hall C

➤ **WHAT TO WEAR**

- Comfortable clothing suitable for physical activity and athletic/closed-toed shoes. Bring a light jacket and/or a beanie/knit cap, if needed. Do NOT wear short shorts, open-toed shoes, or droopy pants.
- DO NOT wear make-up, heavy perfume, or cologne when working with the quilts.
- We provide white gloves. Always wear them when handling the quilts. Return the gloves to the Volunteer/ Show Assistant Check-In Desk at the end of your shift.

➤ **WHERE TO PARK**

- Park behind the GRB Convention Center. It is free during setup. Park as close to Hall C or B as possible! Be advised: On Thursday & Friday exhibitors arrive and parking may be limited.

3.2 Instructions for Volunteering at Festival

Your title is Quilt Angel, but depending on the day and shift your job/duties may change. Refer to your schedule and **remember your title and assigned job for the day** to speed up the check-in process.

During Festival

Wednesday, Oct. 8 to Sunday, Oct. 12

Arrive 30 minutes before your shift begins and go to the Volunteer/Show Assistant Check-in Desk located in the GRB lobby in front of Hall C.

Pickup a badge if you haven't done so or switch out your setup badge for a Festival one, sign a volunteer contract (if you have not done so), and receive an assignment. Remember to sign-in and out on the PINK sheets.

WHAT TO DO

- If you volunteered during setup bring your badge holder with you to Festival.
- Before you sign-in to volunteer, drop off your personal belongings at a Bag Check Booth located next to the Commemorative Booths in Concourses C or D. It is free for Quilt Angels.
- Use fanny packs to keep money and important items with you.
- Food vendors are available in the food court, but bringing a lunch, snack, or dinner is encouraged.
- Bring a clear bottle of water to refill. A water station is in the back of the Volunteer/Show Assistant Desk.

WHERE TO PARK

- A map of nearby parking lots can be found on the Quilt Angel Webpage. Parking is \$30 per day at the Discovery Green parking lot.

3.3 Dress Code for Festival

Casual attire is required unless otherwise specified for certain roles. Refer to your schedule and dress according to your job for the day. Light makeup and athletic shoes are acceptable. Wearing compression socks and thermals are encouraged.

Guardians	Wear a collared white/light shirt and dark bottoms. Pickup one white glove, a red ribbon lanyard, and a exhibit map from the Vol/SA Check-in Desk.
All Other jobs	Casual attire that is respectful and suitable for the workplace. Do NOT wear jeans, sleeveless shirts, or droopy pants.
Indoor Temperatures	The convention center can be very cold in some areas. You may wear a blazer, cardigan, a wrap, or light jacket and a beret/tam hat.



3.4 Instructions for Volunteering at Takedown

If you are finishing a day shift before take-down be, please a bring comfortable clothing to change into and remove all makeup before signing-in.

TAKEDOWN Sunday, October 12

Arrive 30 minutes before your shift begins and go to the front of Hall C to check-in at the Volunteer/Show Assistant Check-In Desk. If you don't have a Festival badge, pickup a wristband, white gloves, and receive further instructions.

WHAT TO BRING

- Driver's license or other ID to check-in.
- A snack or dinner, if you are not staying until takedown is over.
- A clear bottle of water to refill. A water station is in the back of the Volunteer/Show Assistant Check-In Desk.
- A fanny pack to keep money and important items with you.

WHAT TO WEAR

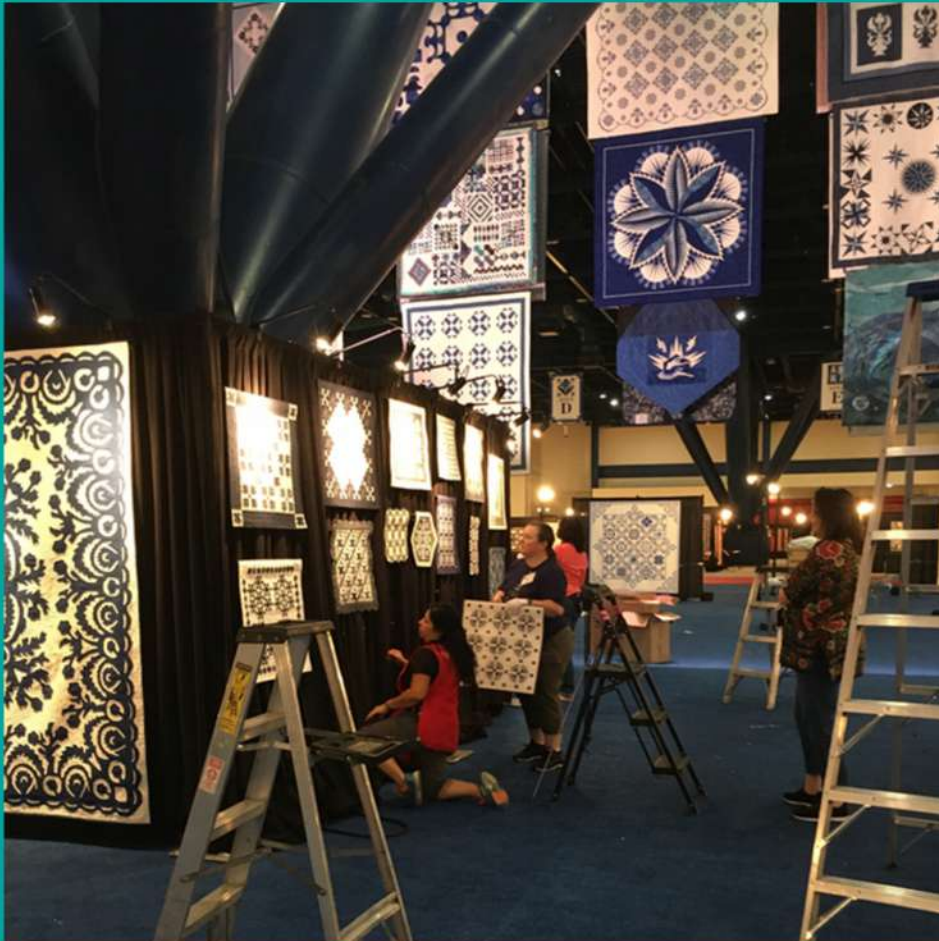
- Wear comfortable clothing suitable for climbing ladders and athletic/closed-toed shoes, a light jacket and/or a beanie/knit cap, if needed. DO NOT wear short shorts, open-toed shoes, or droopy pants.
- DO NOT wear make-up, heavy perfume, or cologne when working with the quilts.
- We provide white gloves. When handling the quilts, always wear the white gloves. Return the gloves to the Volunteer/Show Assistant Check-in Desk after your shift.

WHERE TO PARK

- A map of nearby parking lots can be found on the Quilt Angel Webpage. Parking is \$30 per day at the Discovery Green parking lot.

04

Important Information



4.1 Important Note



While the Quilt Angel Handbook provides valuable information, it does not constitute a contractual agreement between Quilts, Inc. and its volunteers. For clarification or questions, you can always reach out to Garri Kaye at:

Cell (713) 724-0655

Office (713) 781-6864 ext 109

Email worktheshow@quilts.com

4.2 Map of GRB Convention Center





4.3 Thank You

At Quilts, Inc., we value your contributions and are committed to providing opportunities that support your personal growth and quilting knowledge. This handbook serves as a resource to help you navigate your volunteer experience at the International Quilt Festival.

We encourage you to revisit this document whenever you have questions about the International Quilt Festival policies and expectations. If you need clarification, do not hesitate to contact Garri Kaye, Volunteer and Show Assistant Coordinator.

Together, we can build a productive, inclusive, and thriving quilt show that benefits everyone. Thank you for being a part of the Quilts, Inc. family.

4.4 Show Dates and Contact Info



INTERNATIONAL QUILT MARKET
HOUSTON • OCT 4 THRU OCT 6
Schoolhouse Sessions & Sample Spree October 3



INTERNATIONAL QUILT FESTIVAL
HOUSTON • OCT 9 THRU OCT 12
Classes & Events Begin Oct. 6 • Preview Night Oct. 8

Report to work at: George R. Brown Convention Center

1001 Avenida de las Americas
Houston, Texas 77010

For updates or questions contact:

Garri Kaye - Piece Corps, Show Assistant & Volunteer Coordinator

Cell (713) 724-0655

Office (713) 781-6864 ext. 109

Email worktheshow@quilts.com



Social Media @quiltfestival on:

Instagram

X

Threads

Bluesky

Website www.quilts.com

Facebook: /quiltfestival