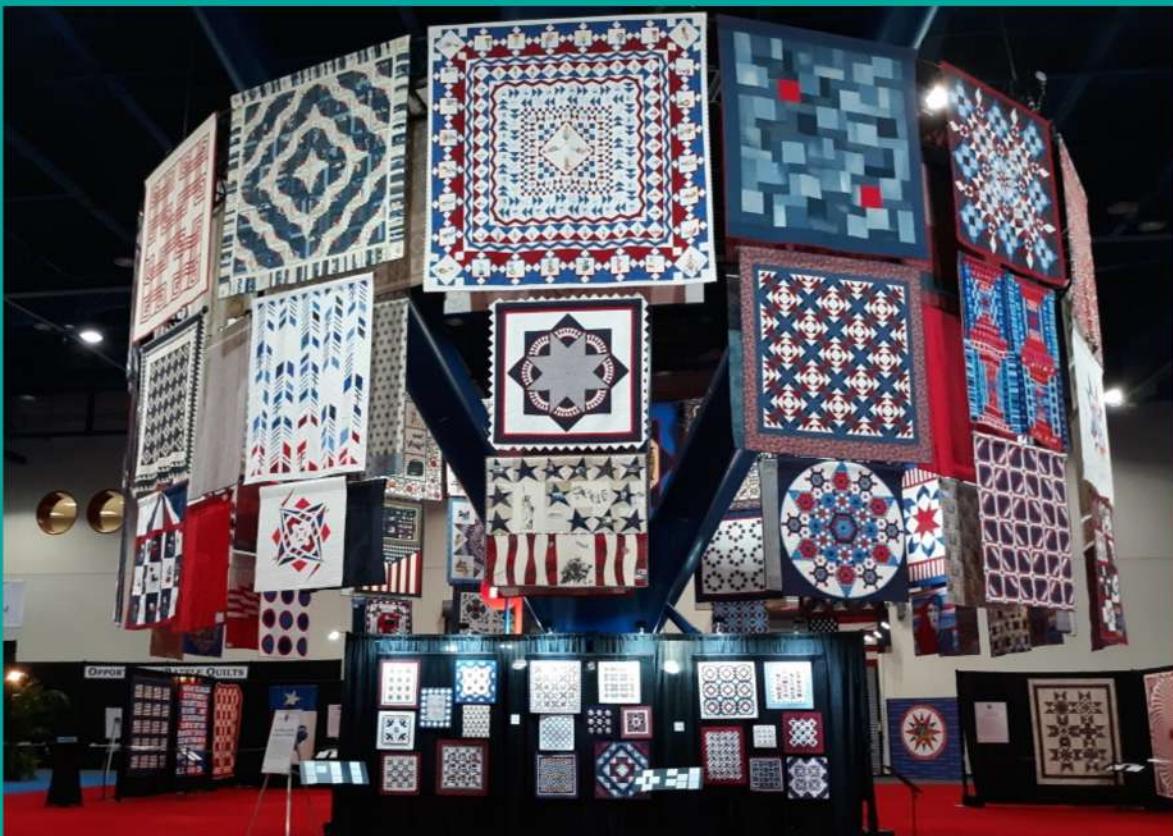




# Show Assistant Handbook

Your Guide to Working at the  
International Quilt Market and 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 work with us this year. You will be part of a special group of people, called Show Assistants. This handbook will provide you with the information needed for working 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 get on-the-job work experience, 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](mailto:worktheshow@quilts.com)



## 1.2 SHOW ASSISTANT DUTIES

Show Assistants help set up the quilt exhibit area, hang quilts, protect the quilts during Market and Festival, and perform several other tasks as well as help with takedown after the show is closed. Show Assistants are required to work a minimum of two shifts; you can work as much as you want. Shifts run from 3.5 to 7 hours depending on the job that you select. See the job descriptions starting on page 9 for specifics duties and requirements.

## 1.3 COMPENSATION & PERKS

Show Assistants are contractors that are compensated by the hour and receive free entry to the show each day that they are scheduled to work.

- **SHOW RATE** \$9 an hour.
- **PARKING** Parking fees are reimbursed up to \$30 per day with a parking receipt.
- **TAKEDOWN RATE** \$12 an hour. Quilts, Inc. will provide dinner if you work to 10:30 pm on Sunday or until takedown is done.

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 8th/Preview Night before Festival begins.

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## 1.4 FUNDRAISER OPPORTUNITY

Working at Market and Festival could also be a great fundraiser for non-profit organizations. You may donate the funds that you earn to a not-for-profit organization. After the show closes, the organization that you designate will receive a check as proceeds for your work. This is a great option for someone with income limits. Make sure the organization's name, contact person, and mailing address is on file with the Volunteer & Show Assistant Coordinator before your last shift is worked.



## 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, go back to the [Working-the-Show Webpage](#) and click the [Available Shifts button](#) to review the shifts. Write down (or copy & paste into a reply email) the dates you are available to work & the Shift info. Choose three shifts per day and number the shifts according to your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> preference for working. 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 3 step ladder.
- Your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice of shift for each day you are available to work. Please include the Shift ID, Job, Date & Time.
- If you expect to earn over \$600, submit a completed W-9 (ask Garri Kaye for one)

Before going to the George R Brown Convention Center to work. Read the show policy and procedures starting on page 14.

# 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.

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## **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 position 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.

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## **2.3 PROGRAM SELLERS**

This position requires interacting with show attendees to sell the commemorative program entitled The Quintessential Quilt (“Q2”). Program Sellers will be stationed near door entrances and will be required to walk in the lobby prior to the show opening to sell to the people waiting to enter. Program Sellers are responsible for handling the money and must be able to quickly count change.

## **2.4 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, ask another Guardian to watch your area and theirs until you return.

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## **2.5 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.

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## **2.6 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 position 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.

## **2.7 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.

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## **2.8 DOOR PERSON**

This person greets attendees and takes tickets using scanners at the entrance to the quilt show. This is a fast-paced position—particularly on Preview Night, during morning shifts, and lunchtime. You will be on your feet but can sit for 10 or 15 minutes at a time when the crowd decreases throughout the day. Do not sit more than 15 minutes. It is more professional to greet people while standing. Only previous Market and Festival workers may request this job and be available to work two or more consecutive days in a row is preferred.

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## **2.9 COMMEMORATIVE BOOTH CASHIER**

Cashiers sell branded merchandise and memorabilia to festival attendees. The duties include upselling, restocking merchandise, and keeping the storage area organized. This is a fast-paced position and retail experience is preferred. Only previous Festival workers may request this job.

## **2.10 BAG CHECK ATTENDANT**

This person receives/stores bags and packages for Festival attendees and show workers. This job requires lifting and customer service experience is preferred. Attendant must have a good memory and be organized to keep track of the baggage. Only request this job if you can work during all Festival days. The Bag Check Booth is located next to the Commemorative Booths in Concourses C & D.

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## **2.11 DOOR PERSON/GUARDIAN**

This person greets attendees and helps take tickets at the entrance to Festival when the quilt show opens. After the opening crowd has entered, the doorman will switch to guarding the quilts in an assigned zone in the exhibit area to ensure attendees do not touch the quilts. You will be on your feet for 4 or more hours and must be able to meet this requirement. Only previous Market and Festival workers may request this job and be available to work two or more consecutive days in a row is pre

# 03

# Show

# Policy and

# Procedures



## 3.1 Instructions for Working Set-Up

You may choose to work during Set-Up, Market, Festival, and Take Down over the 13 day event. Shifts run from 3.5 to 7 hours depending on the position.

### **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 check-in at the Volunteer/Show Assistant Desk. There you will sign a work contract, pickup your badge, white gloves, and join a crew.

### **WHAT TO BRING**

- Driver's license or other ID to check-in.
- 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 pack 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 climbing ladders and 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! **Parking during set-up will NOT be reimbursed.** Be advised: On Thursday & Friday exhibitors arrive and parking may be limited.

## 3.2 Instructions for Working Market and Festival

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

### **During Market and Festival**      Saturday, Oct. 4 to Sunday, Oct. 12

Arrive 30 minutes before your shift begins and go to the front of Hall C to the Volunteer>Show Assistant Desk to check-in. Pick up a badge if you haven't done so or switch out your Market badge for a Festival one, sign a work contract (if you have not done so), and receive an assignment. Remember to clock-in and clock-out for each shift.

#### **WHAT TO DO**

- If you worked during Market bring your badge holder with you to Festival.
- Before you clock-in to work, 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 Show Assistants.
- Use fanny packs to keep money and important items with you.
- Food vendors are available in the food court. 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 Vol/SA Check-in Desk.

#### **WHERE TO PARK**

- A map of nearby parking lots can be found on the Work-the-Show Webpage. Parking fees are reimbursed up to \$30 per day with a parking receipt at the Volunteer>Show Assistant Check-in Desk.

### 3.3 Dress Code for Market and 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.

<b>Guardians</b>	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.
<b>All Other jobs</b>	Casual attire that is respectful and suitable for the workplace. Do NOT wear jeans, sleeveless shirts, or droopy pants.
<b>Indoor Temperatures</b>	The convention center can be very cold in some areas. You may wear a blazer, cardigan, wrap, or light jacket and a beret/tam hat.



## 3.4 Instructions for Working Takedown

If you are coming off working a day shift, bring comfortable clothing to change into and remove all makeup before checking in for your shift.

 **During 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 Desk.
- A fanny pack to keep money and important items with you. Use bag check in front of Hall C for your personal belongings. If you are working until take-down is complete, you can pick up your items at the Vol/SA Check-in Desk.

 **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.

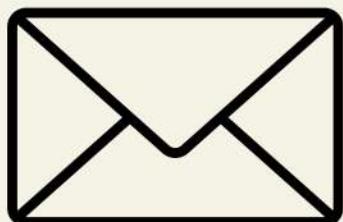
 **WHERE TO PARK**

- A map of nearby parking lots can be found on the Work-the-Show Webpage. Parking fees are reimbursed up to \$30 per day with a parking receipt at the Volunteer>Show Assistant Check-in Desk.



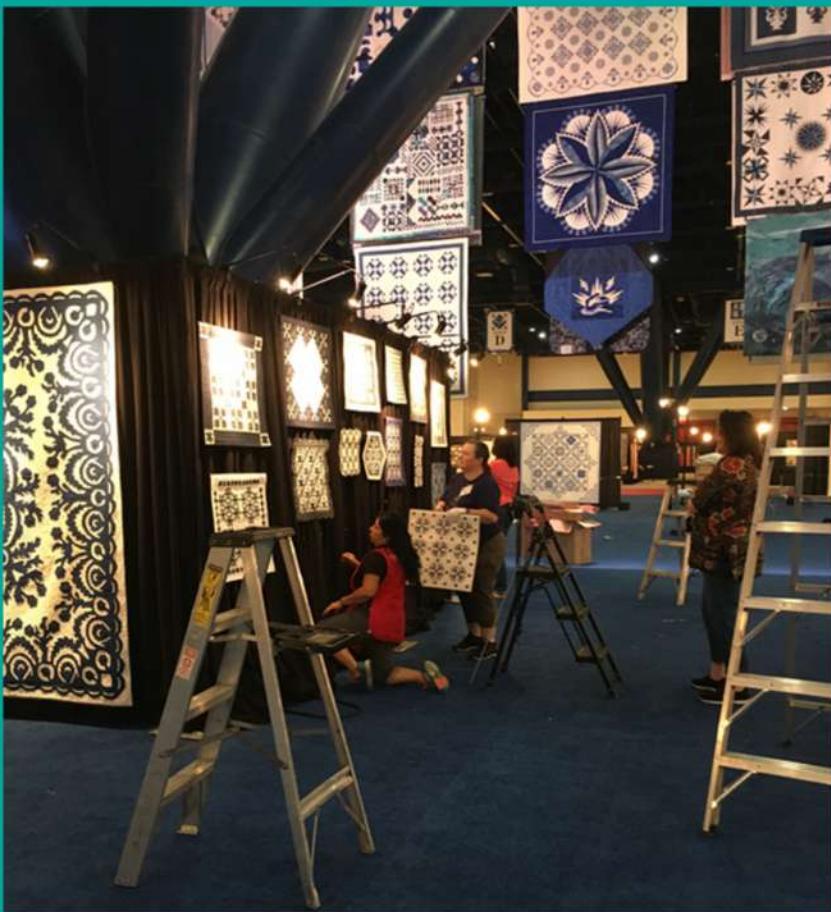
## 3.5 Payday

After working your last shift, make sure that you have a signed contract with your correct mailing address and a W-9 (if you earn over \$600) on file with Garri Kaye. Expect to receive a check in the mail between 3-4 weeks following the show closing. Promptly review your pay stub and report any discrepancies to Garri Kaye.



# 04

## Important Information

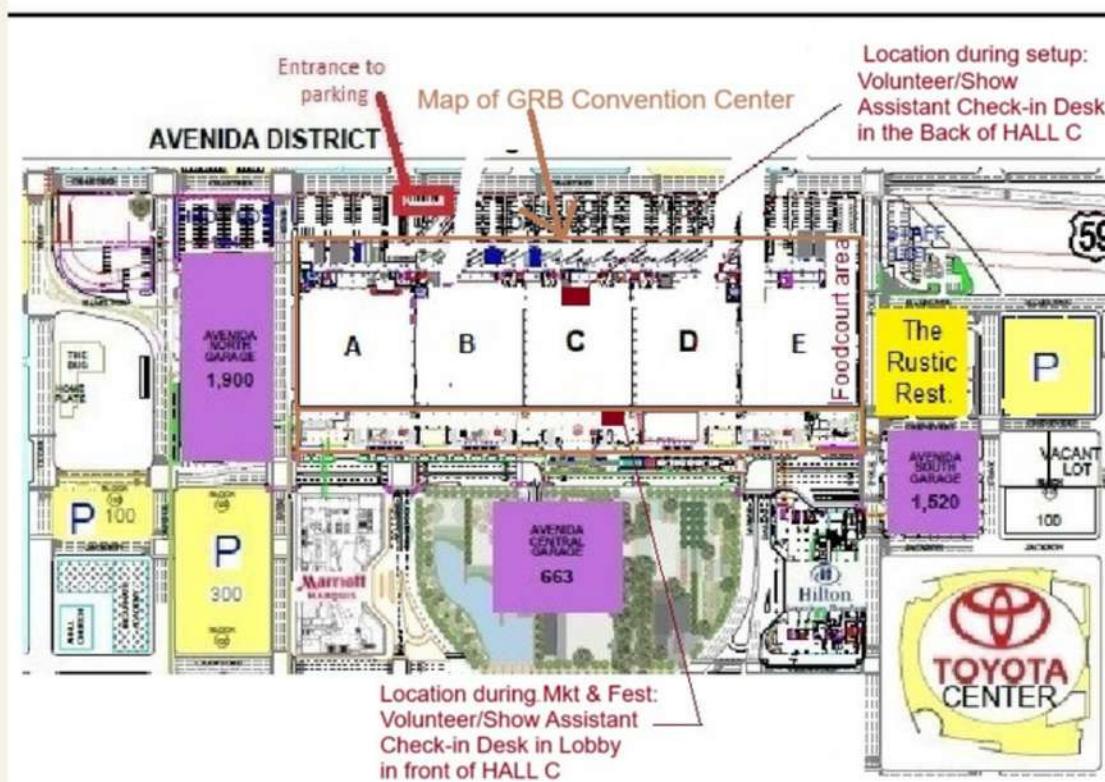


## 4.1 Important Note



While the Show Assistant Handbook provides valuable information, it does not constitute a contractual agreement between Quilts, Inc. and its contractors. For clarification or questions, contact Garri Kaye at:  
Cell (713) 724-0655  
Office (713) 781-6864 ext 109  
Email [worktheshow@quilts.com](mailto: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 fostering an work environment that supports your professional and personal growth. This handbook serves as a resource to help you navigate your work experience at the International Quilt Market and Festival.

We encourage you to revisit this document whenever you have questions about company policies and expectations. If you need further clarification, do not hesitate to reach out to Garri Kaye, Volunteer and Show Assistant Coordinator.

Together we can build a productive, inclusive, and thriving work environment that benefits everyone. Thank you for being a part of the Quilts 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](mailto:worktheshow@quilts.com)



**Social Media** @quiltfestival on:

Instagram

X

Threads

Bluesky

**Website** [www.quilts.com](http://www.quilts.com)

**Facebook:** /quiltfestival

## Notes



[www.quilts.com](http://www.quilts.com)