

# Quilt Angel Handbook

Your Guide to Volunteering at

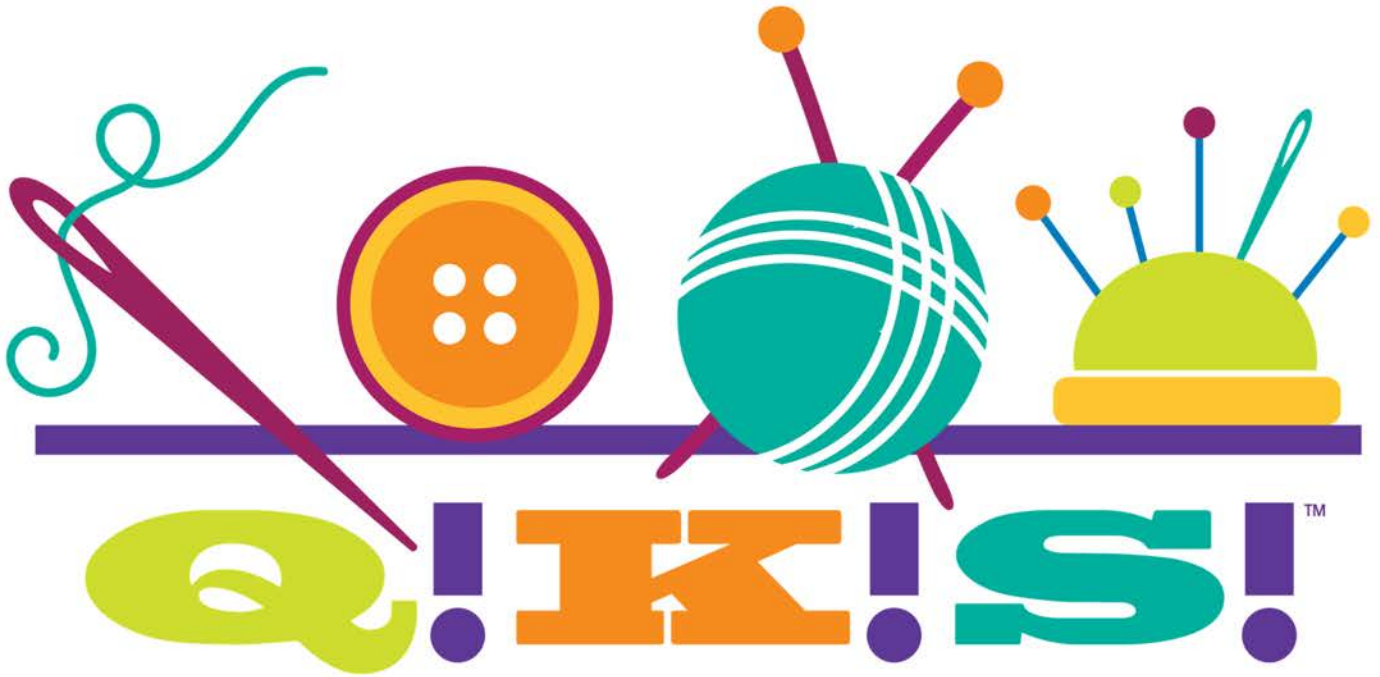


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# 01

## Welcome

## 1.1 WELCOME

Greetings and welcome to the needle arts 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 consumer shows, Quilt! Knit! Stitch! (Q!K!S!), and The International Quilt Festival (IQF), for the needle arts and quilting industry. Its Founder and Director Emeritus is Karoline (Karey) Bresenhan is a member of the Quilter's Hall of Fame.

IQF is held annually in Houston, Texas each fall. Q!K!S! ! offers learning opportunities ranging from quilting to knitting to yarn dyeing. It features more than 500 quilts and unique works of textile art on display. Shopping is available for fabric, yarn, thread, needle art supplies and tools along with classes and lectures for all experience levels. In the Stitch & Share Lounge attendees can connect with fellow Fiber Artists and use their talents to make items for a charity.

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

Blessings,  
Garri Kaye  
Piece Corps, Show Assistant & Volunteer Coordinator  
Quilts, Inc.  
worktheshow@quilts.com



## 1.2 QUILT ANGEL DUTIES

Quilt Angels, help setup the quilt exhibit area, hang quilts, perform several other jobs as well as help with takedown after the show is closed. No matter which positions you have signed up for, your top priority is to be a good host/hostess - always pleasant and alert. You will want your area to be neat and tidy. Take notice of signs hanging crooked. Observe whether all of the attendees are happy and safe? Is someone about to touch a quilt... politely stop them. Only water in a clear bottle capped and put away is allowed on the show floor. Keep an eye out for attendees bringing in open food (including candy) and drinks. Also, look for rolling totes, wagons, and strollers.

You will want to be able to answer these questions: Where is the nearest restroom? Where is class enrollment? Where can I purchase a show program? Where is the Stitch & Share Lounge? Are displayed quilts and fiber art for sale? Where is the Food Court?

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. Shifts run from 2-6 hours. Read the job descriptions starting on page 9 for details and requirements.

## 1.3 PERKS

- SHOW ENTRY** Quilt Angels receive free entry to the show each day that they are scheduled to work.
- TAKE-DOWN** If you work to 10:30 pm on Sunday or until takedown is done, Quilts, Inc. will provide dinner.

Q!K!S! is open to the public. You may shop the exhibitors, enjoy the quilts & fiber art in the Special Exhibits area, and participate in the InterActive Fiber Garden/ Stitch & Sit Lounge before or after your shifts.



## 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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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 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.**

Before going to the America's Center Complex to volunteer. Read the show policy and procedures starting on page 14 for more information and instructions.

# 02

## JOB DESCRIPTIONS



## **2.1 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 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.

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## **2.3 GUARDIAN**

The main responsibility of a Guardian is to protect the quilts by enforcing the show policies which includes but is not limited to the following: ensure attendees do not touch the quilts; only water in a closed /capped and clear bottle is permitted in the exhibit area of the show; Ask politely for anyone with food, wagons, and/or rolling totes to remove said items from the exhibit area of the show.

This job entails walking around a designated path in the exhibit area and requires being on your feet for long periods of time. 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 bathroom break, find another Guardian to watch your area and theirs until you return.

## 2.4 AIR WALL MONITOR

This person monitors an entrance to the exhibit area. You are the first line of defense in protecting the fiber art and quilts by enforcing the show policies which includes but is not limited to the following:

Prevent unauthorized people from entering the exhibit area.

Prevent attendees with food, wagons, and/or rolling totes from entering the exhibit area of the show. Attendees may bring in clear water bottles, but they must be capped and put away. In addition, this person may cover 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 will be patrolling the complex for assistance if needed.

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## 2.5 FOOD COURT MONITOR

This person monitors people entering the showroom floor with food and open drinks. Attendees may bring in clear water bottles, but they must be capped and put away. Only exhibitors are allowed to bring in covered food and drinks, but must go directly to their booth. 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 TAKEDOWN CREW MEMBER

After the show closes on Sunday, with a crew of 3-4 people, you will remove the quilts and fiber art from the hanging system in the exhibit hall, assist in folding the quilts, and/or packing the fiber art 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 11:30pm or until takedown is done.

## **2.7 PROGRAM SELLERS**

This position requires interacting with show attendees to sell the commemorative program. 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.

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## **2.8 COAT/PACKAGE CHECK ATTENDANT**

This person receives/stores bags and packages for show 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 show days. The Coat Check Booth is located in the Washington Avenue Lobby.

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## **2.9 DOOR PERSON**

This person greets attendees and takes tickets using scanners at the entrance to the show. This is a fast-paced position — 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. Available to work two or more consecutive days in a row is preferred.



# 03

## Show Policy and Procedures



## 3.1 Instructions for Volunteering during Set-Up

You may choose to volunteer during Set-up, Q!K!S!, and Takedown. Shifts run from 4 to 6 hours depending on the job.

### 📍 During SET-UP Tuesday, April 7 to Thursday, April 9

Arrive 15 minutes before your shift begins. Enter through the Washington Avenue Entrance, then go 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.
- A clear bottle of water to refill. A water station will be available on the show floor.
- A fanny pack to keep money and important items with you. A coat/package check is available for your personal belongings.

### 📍 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 exhibits and fiber art.
- We provide white gloves. Always wear them when handling the quilts and fiber art pieces. Return the gloves to the Volunteer/Show Assistant Check-In Desk at the end of your shift.

### 📍 WHERE TO PARK

- See parking map on Quilt Angel webpage for parking locations near the Americas Center Convention Complex. Prices vary by lot and could increase during other event times in the area.

**\*Parking Fees are NOT reimbursed\***

## 3.2 Instructions for Volunteering during the Show

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 Q!K!S!

Friday, April 10 to Sunday, April 12

Arrive 15 minutes before your shift begins. Enter through the Washington Avenue Entrance, then go to the Volunteer/Show Assistant Check-In Desk. Sign a volunteer contract (if you have not done so). Pickup a badge 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 the show.
- Before you sign-in to volunteer, drop off your personal belongings at Coat/Package Check. 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.

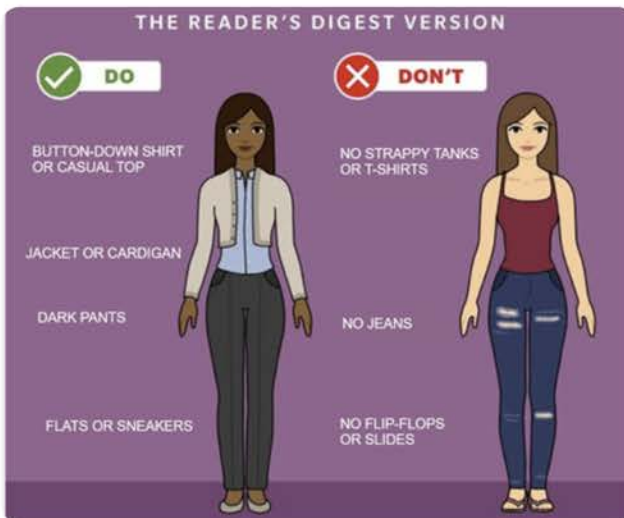
### WHERE TO PARK

- See parking map on Quilt Angel webpage for parking locations near the Americas Center Convention Complex. Prices vary by lot and could increase during other event times in the area. **\*Parking Fees are NOT reimbursed\***

### 3.3 Dress Code for Q!K!S!

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. White/light blazer, cardigan, sweaters are acceptable. 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 bring comfortable clothing to change into and remove all makeup before signing-in.

### **TAKEDOWN**     Sunday, April 12 - Starting at 5:00pm

Arrive 15 minutes before your shift begins, enter through the Washington Avenue Entrance, and check-in at the Volunteer/Show Assistant Check-In Desk. 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 will be available on the exhibit floor.
- A fanny pack to keep money and important items with you.

### **WHAT TO WEAR**

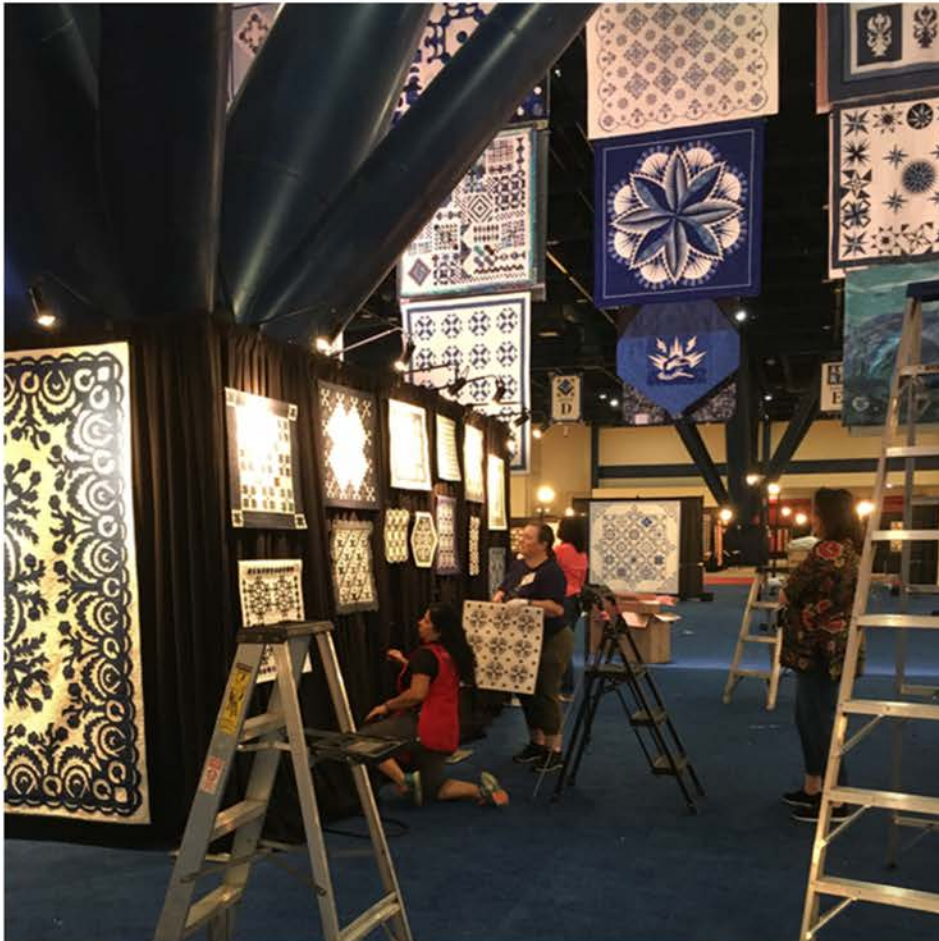
- Wear comfortable clothing suitable for climbing ladders and athletic/closed-toed shoes, a light jacket and/or a beanie/knit cap, if needed. **DO NOT** wear short shorts, open-toed shoes, or droopy pants.
- **DO NOT** wear make-up, heavy perfume, or cologne when working with the quilts and fiber art.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

### **WHERE TO PARK**

- See parking map on Quilt Angel webpage for parking locations near the Americas Center Convention Complex. Prices vary by lot and could increase during other event times in the area. **\*Parking Fees are NOT reimbursed\***

# 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](mailto:worktheshow@quilts.com)

## 4.2 Map of America's Center Complex





## 4.3 Thank You

This handbook serves as a resource to help you navigate your volunteer experience at Quilt! Knit! Stitch!™ On behalf of the Quilts, Inc Staff and the Piece Corps Members, thank you for your time and support. We could not produce such a wonderful show without you.

We encourage you to revisit this document whenever you have questions about the Quilt! Knit! Stitch!™ 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 show that benefits everyone. Thank you for being a part of the Quilts, Inc. family.





## 4.4 Show Dates and Contact Info



**April 10-12, 2026**

Set Up begins April 7, 2026

**Report to work at: America's Center Convention Complex**

701 Convention Plaza, St. Louis, MO 63101

\*Enter through the Washington Avenue Entrance\*

**For updates or questions contact:**

**Garri Kaye** - Show Assistant & Volunteer Coordinator

**Cell** (713) 724-0655

**Office** (713) 781-6864 ext. 109

**Email** [worktheshow@quilts.com](mailto:worktheshow@quilts.com)



**Social Media** @quiltknitstitch

Instagram

X

Threads

Bluesky

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

Facebook: /quiltknitstitch