

# Show Assistant Handbook

Your Guide to Working at



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01

Welcome

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## 1.1 WELCOME

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

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 aim to share the rich history and preservation of needle arts as well as expand the fiber art community. 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 SHOW ASSISTANT DUTIES

Show Assistants help the Piece Corps Leaders to set up the exhibit area, hang quilts, protect the quilts, and perform several other tasks during the show 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 be 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?

Show Assistants are required to work a minimum of two shifts; however you can work as much as you want. Shifts run from 4 to 6 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.

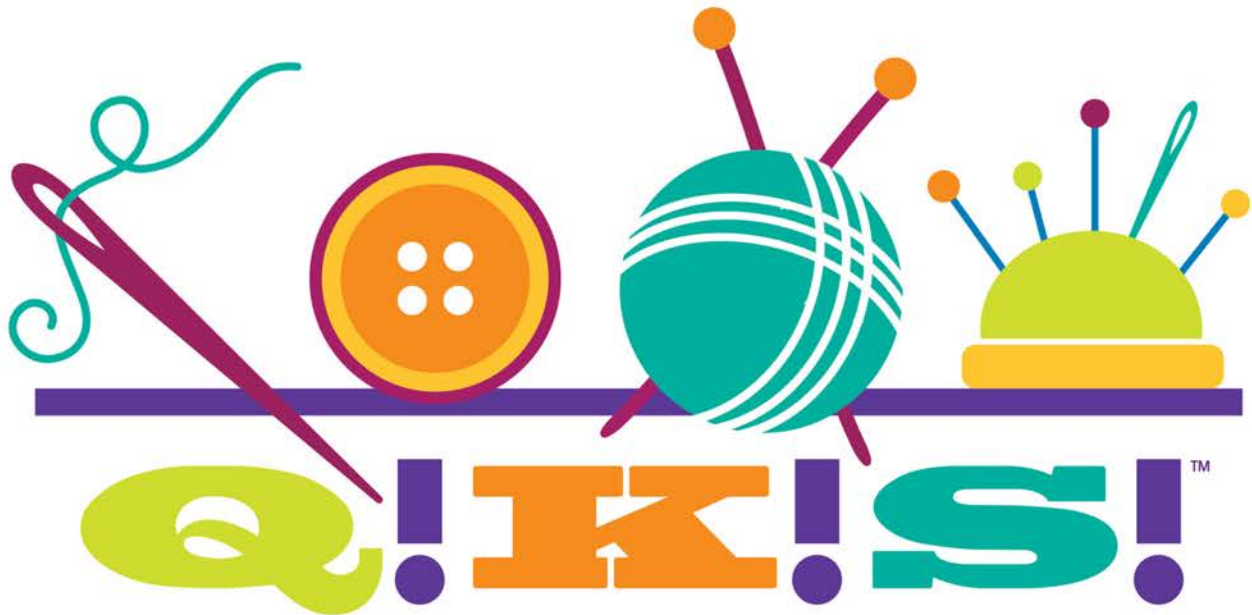
<b>SHOW RATE</b>	\$15 an hour.
<b>PARKING</b>	Parking to be reimbursed up to a set amount with a parking receipt at the Check-in Desk. The max amount is to be determined.
<b>TAKEDOWN</b>	Starts on Sunday, April 12, 2026 at 5:00pm. Quilts, Inc. will provide dinner if you work until takedown is done.

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 competitions & charity activities in the Stitch & Share Lounge before or after your shifts.

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## 1.4 FUNDRAISER OPPORTUNITY

Working at Q!K!S! could also be a great fundraiser for non-profit organizations. You may donate the funds that you earn to guild or 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 (worktheshow@quilts.com) with the following info:

- Your mailing address
- Your cell and home phone numbers
- A selfie photo/headshot
- TYPE *Ladder*, if you are comfortable climbing 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 America's Center Complex to work. Read the show policy and procedures starting on page 14.

# 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 quilts and/or fiber art. 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 fiber art, reading the exhibit layouts, and passing the items 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 SELLER**

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.

## 2.4 GUARDIAN

The main responsibility of a Guardian is to protect the displayed art 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; Anyone with food, wagons, and/or rolling totes are asked politely to remove said items from the exhibit area of the show.

This job entails walking around a designated path in the exhibit area making sure people do not touch the exhibits. You will be given a glove for one hand so that you can show the back of the quilts if asked. Keep the glove in your pocket until needed. It requires being on your feet for long periods of time. 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.

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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 is a seated position and is a good fit for persons that cannot be on their feet any length of time.

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## 2.6 AIR WALL MONITOR

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.

## **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 during morning shifts. 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. Smile and stand while greeting people to take their tickets. Available to work two or more consecutive days in a row is preferred.

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## **2.9 COAT/PACKAGE CHECK ATTENDANT**

This person receives/stores coats and packages for 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. Coat Check Booth is located in the Washington Avenue Lobby.



# 03

## Show Policy and Procedures



## 3.1 Instructions for Working Set-Up

You may choose to work 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 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.
- 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 coat/package check is available for your personal belongings.

### **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 and fiber art pieces.
- 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**

- See parking map on Show Assistantl 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 to be reimbursed up to a set amount with a parking receipt at the Check-in Desk. The max amount is to be determined.

## 3.2 Instructions for Working the Show

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 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 work contract (if you have not done so), pick up a badge, and receive an assignment. Remember to clock-in and clock-out for each shift.

### **WHAT TO DO**

- If you worked during set up bring your badge holder with you to the show.
- Before you clock-in to work, drop off your personal belongings at Coat/Package Check located in the Washington Avenue Entrance Lobby. 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.

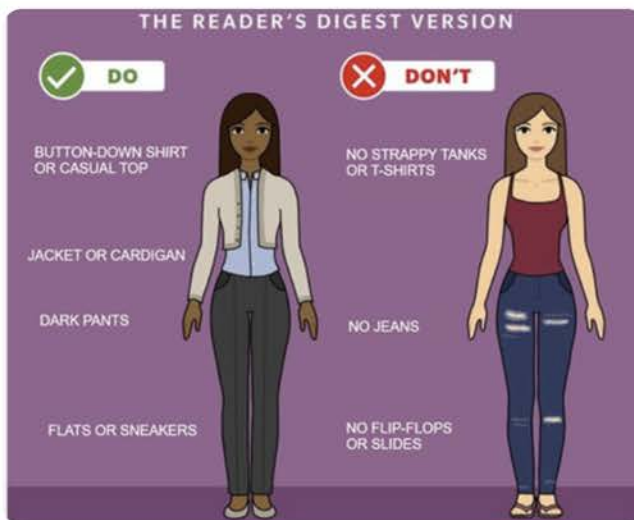
### **WHERE TO PARK**

- See parking map on Show Assistantl 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 to be reimbursed up to a set amount with a parking receipt at the Check-in Desk. The max amount is to be determined.

## 3.3 Dress Code

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, April 12

Arrive 15 minutes before your shift begins and go to check-in at the Volunteer/Show Assistant Check-in Desk in the Washington Avenue Lobby. 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 available on the show 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 white gloves. When handling the quilts and fiber art pieces, 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. Prices vary by lot and could increase during other event times in the area.
  - Parking to be reimbursed up to a set amount with a parking receipt at the Check-in Desk. The max amount is to be determined.



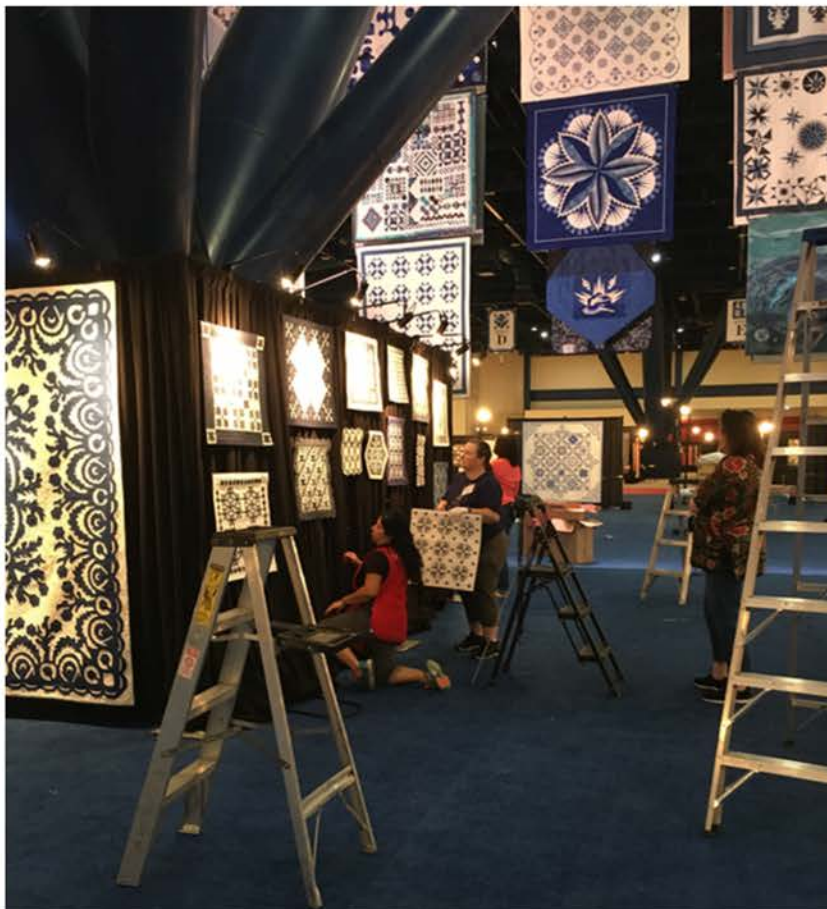
## 3.5 Payday

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



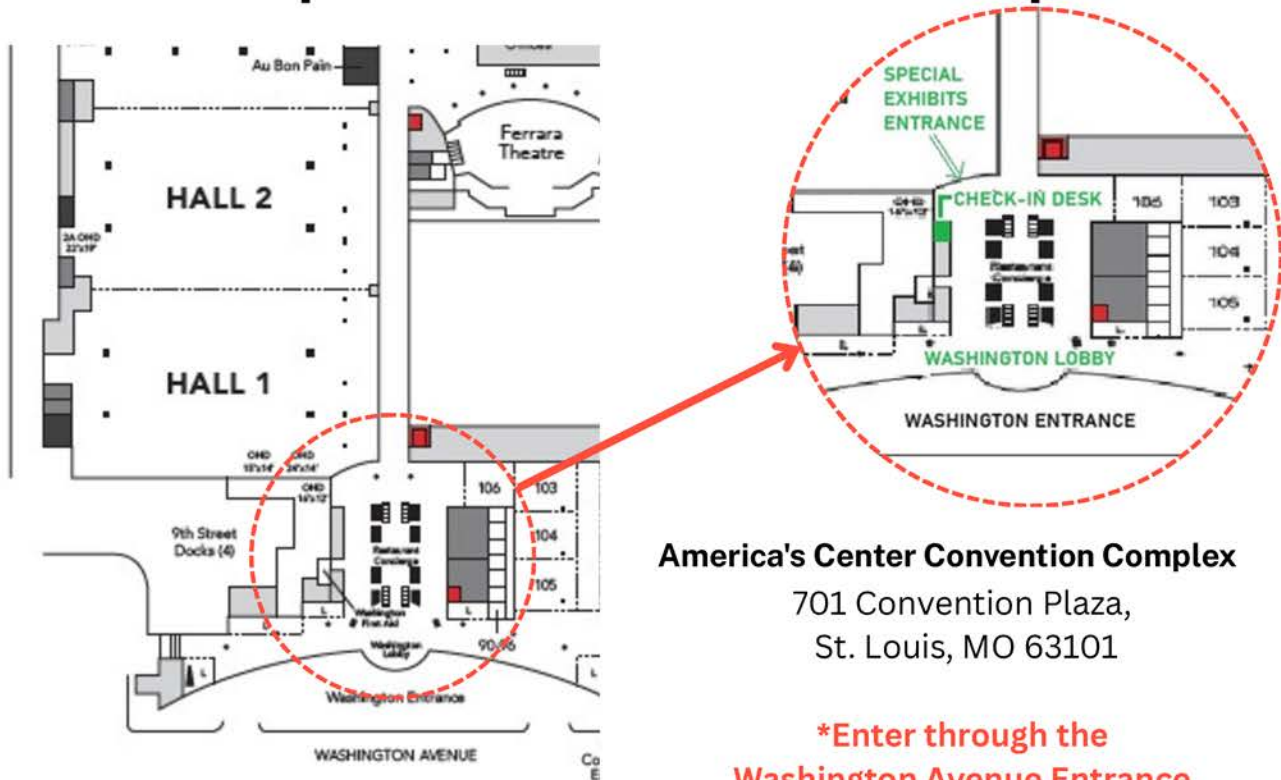
While the Show Assistant Handbook provides valuable information, it does not constitute a contractual agreement between Quilts, Inc. and its contractors. For clarification or questions, contact Garri Kaye at:

Cell (713) 724-0655

Office (713) 781-6864 ext 109

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

## 4.2 Map of America's Center Complex



### America's Center Convention Complex

701 Convention Plaza,  
St. Louis, MO 63101

**\*Enter through the  
Washington Avenue Entrance**



## 4.3 Thank You

This handbook serves as a resource to help you navigate your work 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.

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## 4.4 Show Dates and Contact Info



**April 10 - 12**

Set up begins April 7

**Report to work at:**

**America's Center Convention Complex**  
701 Convention Plaza, St. Louis, MO 63101

**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 on:

Instagram

X

Threads

Bluesky

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

Facebook: [/quiltknitstitch](https://www.facebook.com/quiltknitstitch)

