

**Pick-up/Return Form
2024 Judged Show**

Category Name: _____

Entry Number: _____

Quilt Title: _____

Entrant's Name: _____

- I will pick up my quilt after the close of the International Quilt Festival in Houston. Pick-up hours are 8–9 pm on Sunday, November 3, 2024.

- Please ship my quilt after the conclusion of the International Quilt Festival in Houston. (Quilts will be shipped from **November 11–December 8, 2024**, and **January 6–January 31, 2025**.)

Date

Signature

PREPARING YOUR QUILT FOR EXHIBITION

Judged Show

1. To prepare the quilts for hanging with a rod, a 4-inch double sleeve with ease should be attached to the top of the back of each quilt.
2. This sleeve should be made of a tube of lightweight cloth *4 in. wide after sewing* and as long as the quilt's width.
3. The tube should be fastened to the back of each quilt with stitches on both its top and bottom edges so that a hanging rod can be securely slipped into this tube without touching the quilt.
4. There should be ease in the tube to insert a rod. See instructions for making a sleeve at http://www.quilts.com/assets/sleeves_binding.pdf
5. Any quilt measuring longer than 86 inches (218 cm) must have a **second double 4-inch (10 cm) sleeve** sewn to the full width of the quilt below the top sleeve, as follows. The **top of the second sleeve** should be between 82 inches (208 cm) and 86 inches (218 cm) **from the BOTTOM** of the quilt and must not overlap the top sleeve. (If your quilt is more than 86 inches (218 cm) in length, your quilt will be folded over at the top and will be hung using the second sleeve. You can link to instructions for a second sleeve [here](#).) *Quilts without the proper sleeve are subject to disqualification.* Direct any questions to Christa Parker at christap@quilts.com.
6. **Odd-shaped quilts and quilts with multiple panels** must be mounted on black fabric containing a sleeve (see rules 9 & 10). The top half of these quilts must be sewn securely to the black fabric. The bottom half should be loose so the judges can examine the back of the quilt. The black fabric must not extend past the outermost edges of your quilt. (Quilts with multiple panels hanging side-by-side horizontally may be mounted to a single black sleeve, but the quilt measurements should be taken after the sleeve is added.)
7. A cloth label with the title of the quilt and the artist's name, address, and telephone number must be sewn on the back of each quilt in one of the bottom corners. The information on the label can be applied with embroidery or any other permanent means. Do not use a water-soluble pen.

Label Preparation for Judging:

8. Please safety pin or **partially** baste a cloth cover over your name on the label on the back of your quilt for judging. If your name appears on the front of your quilt, please safety pin a piece of cloth over it. This will be removed after judging.

PREPARING YOUR QUILT FOR SHIPPING

1. **If the quilt must be folded** (to fit in the box), it should be folded in thirds and, if possible, the folds should be padded with rolls of tissue paper to avoid crease lines. Acid-free paper is recommended, but if you cannot find acid-free tissue paper, please use regular white tissue paper.

- First, lay the quilt, top-up, on a large clean surface. Place a roll of tissue across the top portion of the quilt.
- Fold the upper third of the quilt toward the center.
- Place another roll of tissue below the fold and fold up the lower third over that roll to meet the top edge.
- Then repeat the procedure from side to side, padding the two horizontal folds with shorter rolls of tissue.
- We recommend that you wrap your folded quilt in tissue before placing it in a tightly sealed plastic bag. Ship it in a sturdy cardboard box padded with bubble wrap or crumpled paper.

2. If you prefer to roll your quilt on a tube, we suggest wrapping it in tissue, followed by plastic, and **please** fill any empty space in the box with crumpled paper or bubble wrap. Empty spaces cause boxes to be crushed.

3. We have limited space in our office. If you request that we save your box, there will be a \$25 charge. An invoice will be sent to the artist. If payment is not made by September 3, 2024, the box will be discarded.

4. Do not place the quilt in a muslin bag or pillowcase, as these will not be returned.

5. **Do not use scented products of any type (dryer sheets, perfume sachets, Febreze, etc.) on the quilt or in the box. If a scent cannot be removed from a quilt, it will be returned to the entrant before the show.**

6. Do **NOT** use packing pellets of any kind.

7. Write your name, complete address (street, city, state, country, and zip code), and phone number in an envelope. Place the envelope inside the box with the quilt.

8. **For safety, do not describe the contents anywhere on the shipping box.**

9. **If reusing a box, please completely remove** any previous shipping labels and barcodes so the package does not get misdirected. **If removal is impossible**, please use a black marker to **completely mark through** any previous shipping labels and barcodes to prevent misdirection.

Shipping Companies

If shipping **domestically**, please use Federal Express or UPS. Package tracking and delivery are easier and are usually more accurate with these companies.

If shipping **internationally**, please use UPS, DHL, or Federal Express. The delivery system at our facilities is better suited to their delivery policies.

Important Special Note for Shipping from a Foreign Country (non-USA): While we encourage you to insure your work for its full value for insurance purposes, we must ask you to value it *for customs declaration purposes only at no more than \$20 (US)*. A higher customs value may require an expensive bond that may not be refunded upon your quilt's return to its home country. Also mark the customs document with *"for exhibition and return, not for sale, no commercial value"*. We hope you understand that this is for practical purposes only, and certainly does not reflect on Quilt Festival's estimation of your work. If you wish to claim full value for customs purposes, we recommend that you arrange a carnet A.T.A. for your quilt at your expense. All customs expenses incurred are the entrant's responsibility. If any customs expenses are assessed, we will expect you to reimburse Quilts, Inc. in full, and an invoice will be sent to you.

PLEASE NOTE:

We **strongly** urge shipment of your quilt to Special Exhibits by a tracking or delivery confirmation method, such as UPS or Federal Express, as Special Exhibits does not send notifications of receipt. Most carriers offer this service. (*Due to time constraints, we cannot respond to e-mail or telephone inquiries regarding receipt of the quilts.*)

Ship to **ARRIVE** no later than **Friday, August 4th**; you may ship any time after receipt of these instructions. Due to time constraints for judging, we cannot normally accommodate requests for time extensions. For any questions, contact Christa Parker at christap@quilts.com. "Ship to" information on your box should have the address and information below:

Christa Parker – Entry Letter _____ Number _____
7660 Woodway Drive, Suite 550
Houston, TX 77063
U.S.A.
Telephone: 713-781-6864 ext. 129

QUICK CHECKLIST - Judged Show

Things to Include in Box

**** This page is for your use ****

- The quilt has a 4-inch SLEEVE that has ease included.
- Any quilt measuring longer than 86 inches (218 cm) must have a **second double 4-inch (10 cm) sleeve** sewn to the full width of the quilt below the top sleeve.
- Odd-shaped quilts and quilts with multiple panels** must be mounted on black fabric containing a sleeve (see rules 9 & 10). The top half of these quilts must be sewn securely to the black fabric. The bottom half should be loose so the judges can examine the back of the quilt. The black fabric must not extend past the outermost edges of your quilt. (Quilts with multiple panels hanging side-by-side horizontally may be mounted to a single black sleeve, but the quilt measurements should be taken after the sleeve is added.)
- LABEL on the back of the quilt with the title of the quilt, your name, address, and telephone number
- Cover your name on the label of your quilt for judging.
- Cover your signature on the front of your quilt for judging.
- Name and address in an envelope to be enclosed inside the box
- NO packing pellets of any kind
- If the quilt is being shipped to us from another show, please contact Christa Parker, Special Exhibits Manager, at christap@quilts.com.
- If the quilt needs to be shipped to another show after the International Quilt Festival, be sure to enclose all the paperwork needed for the next show and contact Christa Parker at christap@quilts.com.