

Facilities

1. Negotiate and confirm in writing, all arrangements with the Quilt Show venue with respect to booking rates, rooms, dates, security, lighting and parking.
2. If possible, ensure we have exclusive use of the venue during the Quilt Show. If there are other events taking place, ensure we have adequate parking during the Quilt Show.
3. Arrange security for the Quilt Show duration.
4. Obtain floor plans from each Portfolio Leader and submit to the venue for approval regarding fire regulations.
5. Negotiate and confirm in writing with the venue (and if necessary outside sources) arrangements regarding reservation of all equipment requirements (i.e. chairs, tables, coat racks, electrical power for vendors, easels for signage, partitions, TV/DVD equipment, etc.) for the Quilt Show. To be done in co-operation with the various portfolios requests.
6. Confirm with the Quilt Show venue, the date when posters and/or reminder cards can be displayed on an “upcoming event information board” on site.
7. Coordinate with the Quilt Show venue, the date when Quilt Show signs can be posted outside the facility. Coordinate with Publicity.
8. Confirm with Members’ Show Portfolio Leader, the order of rental racks for display of quilts. Coordinate delivery and set up, and take down and pick up times of racks with the venue.
9. Obtain signage requests from Portfolio leaders and provide appropriate signage for good traffic flow during the Quilt Show. Coordinate with venue for appropriate parking signage. Remove all signage and street signs after the close of the Quilt Show.
10. Ensure coat racks or coatroom is available and labelled “Items left at owner’s risk. We are not responsible”.
11. Obtain mobile telephone numbers of venue maintenance staff to be able to reach them during the Quilt Show.
12. Ensure return of all venue and rental equipment.