

Embroidery Exhibition 15-17 September 2017 — Conditions of Entry

All exhibitors must be financial members of the Embroiderers' Guild ACT. All entries must have been completed since the previous Exhibition and must relate to Guild activities.

Entries Close **Monday 14 August 2017**

Please read these guidelines carefully before completing the attached entry form and then either:

1. Online Forms

- **Follow steps** to complete form/s and create PDFs.
- Put **“Entry Form”** in the Subject of the email
- Email to embroideryact@gmail.com *no later than 14 August 2017*.

2. Paper Forms

- **Hand in** at the Guild office at any meeting *by Monday 14 August 2017*;
- **Mail to:** The Secretary, PO Box 830, Dickson ACT 2602, to reach the Guild *no later than 14 August 2017*; or
- **Scan in** and put **“Entry Form”** in the Subject of the email
- **Email to** embroideryact@gmail.com *no later than 14 August 2017*.

The earlier we receive your entry, the better.

Please include the following information for each item you enter.

Type of Article: e.g. a picture, a dress, a table runner etc.

Colour: Indicate the most predominant colours.

Technique/Stitches Used: e.g. Cross stitch, machine embroidery, blanket stitch, Spanish Blackwork etc.

Design/Acknowledgement: Please indicate if you designed the item. If not, please provide details of the original source of the design — this might be the author & title of a book, the author of magazine article (volume number and issue number/date), kit details, etc. We need to know where the designs come from and we need to acknowledge the original designer for **copyright purposes**.

NOTE: Changing stitches or the colours does not make it your design; it must be a significant departure from the original.

Sale: Exhibits may be sold with 20% commission being retained by the Guild.

Note: If you wish to sell an item that you have not designed, first check that you have permission from the designer to do so.

Additional Comments: This is what will appear on display next to your item. You might like to include what inspired you to make your piece. Be creative in **20 words or less**.

REF No is for office use only.

Presentation of Items for Exhibition

- Each article must be labelled with the exhibitor's name.
- Each article must be presented in a cloth bag labelled with the exhibitor's name and phone number — please use a separate bag for each item. This will assist the ladies setting up the exhibition.
- Bags with an exhibit item containing glass *must be padded*.
- Items will not be accepted in plastic bags or just wrapped in bubble wrap.
- Bubble wrap will be accepted if made into a pouch. Alternatively, bubble wrap can be used as padding between two layers of fabric sewn together to form a padded bag.
- Large wall hangings and quilts must be presented with a rod and pocket for hanging. Clothing must be presented with a pretty coat hanger, dressmakers dummy or hat stand for display purposes. Please label these items with your name and phone number.
- For work requiring hanging, please ensure the method of hanging is appropriate and strong enough for the item to be displayed or it might not be exhibited. Tape on the back is *not* acceptable.

All care will be taken with your display items but no responsibility will be accepted.

Hand In and Pick Up

Hand in will be on **Thursday 14 September 2017 between 8 am and 9.30 am** at the Albert Hall.

Pick up will be on **Sunday 17 September 2017 no items will be returned earlier than 5 pm** at the Albert Hall. Tables will be set up at the doorways to facilitate the return of items.

If you are unable to come at these times, please arrange for someone to deliver and/or collect your exhibit items. **Receipts are required for pick up.**

Please phone Helen Worth on 0418627242 if you have any queries.

Keep a Record of your Entries

No.	Item Description	Colour
1.		
2.		
3.		
4.		
5.		
Challenge		

Roster

Except in exceptional circumstances, *all* exhibitors are expected to work at least *two* roster shifts. You should ensure that you add your name to the rosters when they are available in the Guild rooms at meetings in August and September.