**Presentation of Items for Exhibition**

1. **IMPORTANT AND ESSENTIAL: Each article** must be labelled with the exhibitor’s name and phone number. You can use a label attached with a loop of thread on the back.
   1. All wrapping/containers for items must labelled with the exhibitor’s name and phone number
   2. Each item must be presented in a separate cloth bag for each item. This will assist the ladies setting up the exhibition.

OR

Put fragile or breakable items into separate stable box with bubble wrap around each item, will be acceptable.

**ITEMS WILL NOT BE ACCEPTED IN PLASTIC BAGS OR JUST WRAPPED IN BUBBLE WRAP**

1. Large wall hangings and quilts must be presented with a **rod and pocket** for hanging. For exhibits requiring hanging, please ensure the method of hanging is appropriate and strong enough for the item to be displayed. Tape on the back is *not* acceptable.
2. Clothing must be presented with a coat hanger, dressmakers dummy or hat stand.

**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 19 September 2019 between 8 am and 9.30 am** at the Albert Hall.
* Pick up will be on **Sunday 22 September 2019. No items will be returned earlier than 5 pm or later than 6pm** at the Albert Hall. Tables will be set up at the doorways to facilitate the return of items. Please be patient, as takedown can sometimes take longer than expected.
* 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**

|  |  |  |
| --- | --- | --- |
| *Entry No.* | *Item Description* | *Colour* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| Challenge |  |  |

**Roster**

*All*exhibitors are encouraged to help at the exhibition. Please add your name to the rosters when they are available in the Guild rooms at meetings in August and September. Without volunteers we can not run an exhibition.