

## Exhibitor Instructions for LAP September 27 - 28 Quilt Show

**The LAP Quilt Show is coming and it will be here quicker than we might think. Here are the early instructions, so you can prepare the beautiful items for display.**

An inventory sheet is attached with instructions. All inventory sheets must be received by September 24, 2013 (the Guild meeting right before the Show). Keep a copy for yourself and send a copy to: LAP PO Box 261 Los Alamos, NM 87544. Attn: Donna Smith. You may also email a Word or PDF to Donna at [quilter@glenda.com](mailto:quilter@glenda.com)

Tag each item that will be displayed and list it on the inventory sheet below. The Inventory Number is your initials followed by a two digit number, eg DMS01, DMS02...A tag should be attached to each piece in the lower right front corner. If the item is for sale include the contact information on the tag.

In the top right corner of the tag is a place for category. This will be assigned when the items are received, so that they can be numbered in each category. While a piece might fit in more than one category, it will be displayed and voted in only one category. The categories will be used for viewer voting. Categories for the 2013 show are:

**Large/Bed Quilts**

**Small/Lap Quilts**

**Other Quilted Items**

Dropoff for show items will begin at 2pm on Thursday, September 26. All items must be at the show no later than 4pm.

Pickup will begin at 4 pm on Saturday, September 28 – as quickly as items can be pulled from the show. Items will be verified against the inventory and must be signed for.

Exhibited items may be for sale – mark the tag and note how a buyer can contact you. Items exhibited may not be removed from the Show until the end of the Show.

If you have a vendor booth, do not use the attached inventory sheet for items in your booth.

**Display List for LAP September 27 - 28 Quilt Show**

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Tag each item that will be displayed and list it on the inventory sheet below. The Inventory Number is your initials followed by a two digit number, eg DMS01, DMS02...A tag should be attached to each quilt in the lower right front corner. If the item is for sale include the contact information on the tag.

Name				
Address				
Phone				
email				
Inventory Number	Description	Dimensions	Recv'd	Returned

Received by: