

## **SET-UP VOLUNTEER DUTIES:**

**Please** arrive by 9 a.m. and sign-in. Set-up volunteers get priority for dropping off their work so be sure to identify yourself by signing in. There is a place to leave your coat, but we cannot guarantee security there for your purse.

If you are bringing a tall ladder, please leave it in the Kriebel Gallery area. Shorter ladders should be brought into the main exhibit hall. ALL ladders should have owner ID on them.

First-time set-up volunteers will be paired with experienced volunteers, but we have some new hanging methods this year, so everyone is on a learning curve. There will be a brief orientation for all volunteers about use of command strips.

The check-in table will have a drop-off table behind it. Take work from the drop-off area, ascertain from the number on the sheet on the back where the piece will be hung and leave it on the table in that quadrant. In Kriebel, place the work on either side of the central fountain/planter.

One or two set-up volunteers who need to sit will be assigned to matching wire hangers in pairs. These individuals will also make the tape rolls for the labels.

Kriebel hangers (to be assigned) can start as soon as the large quilts are placed in the hall. Most Kriebel pieces will still use poles and wire hangers.

If there are pieces to be hung using Velcro, please take care when stapling Velcro to the walls.

Group or challenge organizers are responsible for hanging the pieces in their part of the exhibit with the assistance/oversight of a steering committee member. Other volunteers may assist them after the main exhibition is hung,

Most pieces are hung by 1 pm, but be prepared to eat lunch with us and come back for final adjustments. Labels and stanchions are done in the early afternoon.

### **Additional Set-Up: COMMAND STRIP INFO**

We are using Command Strips this year instead of Velcro. There will be a flat wooden rod for each piece, and a set of Command Strips will be placed on each end of the rod.

Directions for hanging with Command Strips:

Press 2 pieces together until they “click”. Do this for both ends of wooden rod.

Wipe down rod and wall where strips will be placed.

Remove 1 set of liners and firmly press Command Strips onto ends of wooden rod.

Figure out wall placement

Remove remaining liners, and firmly press rod to wall, pressing for 30 secs.

**Please use a level to be sure it is hung straight. Command Strips cannot be reused if taken off the wall so please be sure it is right the first time!**

THANK YOU FOR YOUR HELP IN SETTING UP THE SHOW. YOU'RE THE FIRST  
STEP TOWARD THE GREAT SHOW WE WILL HAVE.