

Hangings and Takedown 2025

Thank you for your interest in hanging the show. We love our volunteers! Without you, there would be nothing to see! These are the general instructions as to what is involved if you decide to volunteer.

Things to Bring

Please wear comfortable clothes and sturdy shoes as you will be up and down ladders. If you're a guild member also wear your name badge. Please bring the following with you-

- Step ladder - you'll need to reach the top of the frame which is at 8 feet. The 3 to 5 step variety are good because they're easy to move from frame to frame.
- Tape measure (if you have one handy) – Handy for measuring the quilts and the length of chain.
- Needle nose pliers (optional) - these are used for separating and assembling chain, which requires some hand strength.
- Sweater as it could be chilly
- Water bottle, although there is a drinking fountain in the entrance area and there will be drinks with dinner. Please no open containers in the quilt room. You can leave drinks in the kitchen.

Please label all your items with your name as things can get a bit hectic and then we can be sure to get anything left behind back to you.

Safety

The pipe and drape system is NOT designed to hold significant weight. Please make sure to use your step ladder. Do not lean on or use the pipe and drape system to balance yourself.

Order of tasks for laying out show

Frames are labeled for ease of laying out show

Drapes are adjusted (evenly distribute the fullness)

Pipe, chain, and s-hooks are laid out for each quilt

Quilts are laid out in front of their respective frames

Hanging layout sheets are placed in front of their respective frames

Quilts are hung according to the layout instructions (see below)

Quilt bags are folded with label out and placed in 'Frame/Category' bags

Leftover pipe and chain are returned to the set-up table

Paper is placed under long quilts without a second sleeve

Program cards are pinned next to quilts at eye-level when possible. Do not cover quilt.

'Do not touch' signs/quilts are pinned in various locations throughout the show

Final check for straightness, no pipe showing, extra chain removed, etc.

Category signs are placed at the top of pipe and drape

Sunday quilts are prepped and rolled into a sheet (these will be moved to the garden room Saturday morning)

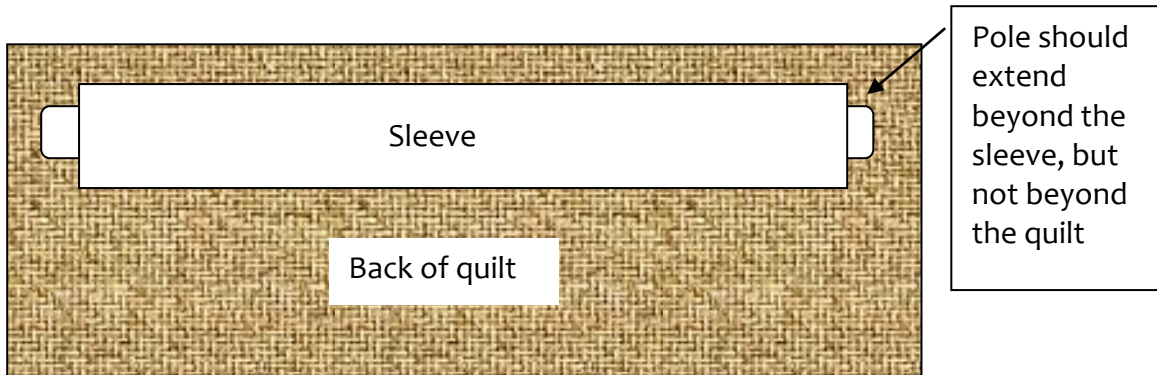
If this is your first time on the hanging committee, please let one of the committee members know. We will pair you up with someone that's done it before. It's a great way to make new friends.

Hanginɡ Instructions

Working in teams of 2 or 3 is ideal. See a committee member if you need assistance forming a team. Please take the utmost care with the quilts- we don't want them dragging on the floor or handled roughly. If the sleeve is a tube, make sure the pole goes inside the sleeve and not against the quilt.

Size Matters

Before you do anything else, please take the time to make sure that the pole for the quilt is the appropriate size. It should extend slightly beyond the sleeve, but not beyond the edge of the quilt. If the pole is not the correct size, please come to the pole/chain table to exchange it. Here is where your tape measure comes in really handy!



If there is only one quilt for your frame, it should be centered top-to-bottom and side-to-side.

If there are multiple smaller quilts on the frame, the layout will show you the recommended way to hang the quilts. If it doesn't look right, feel free to adjust the spacing as you see fit. Do not change the location of the quilts as the program numbers will then be out of order.

Hanginɡ Quilts

Hang the two S-hooks on the top support of the pipe and drape system

Slide the PVC or metal pole into the sleeve of the quilt

Hanginɡ onto one end, drop the chain through the PVC pipe

Hang each end of the chain on the S-hooks

Adjust the PVC by lifting only one end to get the quilt to hang straight

If you have a metal pole, do not use chain. Hang the pole directly on the S-hooks. In general, the metal poles are used for the largest quilts so they don't sag in the middle.

If you have a PVC pole and the quilt is sagging in the middle, use an additional S-hook in the middle with a short length of chain wrapped around the pole. The quilt needs to have a break in the sleeve (split sleeve) in order for this to work.

If the quilt has a second sleeve (long quilts that touch the floor), put second pole in second sleeve and run the chain in the same manner. The quilt should be folded to the back.

Checklist before moving on to the next quilt-

- Is the pole visible?

- Is any excess chain hanging from only one side?
- Is the quilt level?
- Is the bag folded with the label up and placed beneath the quilt?

Hanging Garments (None for 2024)

Please use a padded hanger attached to a single length of chain.

Takedown Process

Before any quilts can be taken down-

The room needs to be cleared of all visitors and non-working people
Bags need to be set out in front of each frame

Takedown process is reverse of hanging-

Remove chain, pole and s-hooks.
Fold quilt carefully with label facing out
Place quilt and display card in bag
Leave quilt in bay until acquisitions is ready to accept quilts
Disassemble pole, remove label
Return pole, s-hooks, chain, display card clip to southeast corner of the room
Unpin any Do-not-touch signs and return them and pins to southeast corner of the room
Throw away any paper placed underneath quilts
Remove category signs from the top of pipe and drape