

SAQA Trunk Show Instructions

Please read the enclosed instructions carefully. If you have ANY questions, feel free to contact us at trunkshow@saqa.com. **Thank you for sharing the SAQA Trunk Show!**

UNPACKING THE BOX

- To open your shipment, please use scissors or a box cutter to carefully cut the packaging tape on both the outer and inner boxes. You will use the same boxes for sending the trunk show back.
- It may help to take pictures on your phone as you unpack – this can be used as a reference when it is time to send the box back!
- Each box is lined by a plastic bag for additional protection. The inner box will include artwork securely wrapped in bubble wrap along. Some additional supplies (like extra clear bags for artwork) will be included in an envelope.
- Please do not throw away any of the packaging material, plastic or bubble wrap.
- Let us know if your packaging is damaged in any way– we can help you find replacements locally.

UNPACKING THE ARTWORK

- Each of the 8 different trunk shows (labeled A-H) includes 57-58 pieces. As you unpack the artwork, use the appropriate inventory worksheet to check off each piece. If anything is missing, please contact us immediately.
- Each trunk show piece is mounted on mat board and enclosed in plastic.
- **Do NOT remove the quilts from the clear bags.** They need to stay in the bags for protection when the quilts are passed around or placed on display.
- If a bag should get damaged, there are extra bags located in the box. Remove the piece carefully from the damaged bag and put it in a new bag. Please wash your hands beforehand.

**If you have any questions, please contact us at
trunkshow@saqa.com**

STORING THE PIECES

- When not on display, leave all quilts packed in the boxes. Temperature and humidity damage quilts. Store in a climate-controlled environment.
- Avoid basements unless temperature and humidity controlled. Do not store for long-periods in the garage or in your car.

RE-PACKING

- Use the Inventory Sheet to verify that all of the pieces are included.
- Place the trunk show pieces in a single stack. Wrap the stack in two layers of bubble wrap – once horizontally and then vertically. Do NOT use tape to secure.
- Insert the wrapped bundle into the plastic bag and place into the smaller box.
- Verify that the envelope with extra materials is in the box
- Use packing tape to seal the box securely. Do not use extra tape – it makes it more difficult to open and can damage the box.
- Place the smaller box in the larger box and ensure that the outer plastic bag surrounds the inner box. Tape up the outer box.

SHIPPING INSTRUCTIONS

- Once you are done with the trunk show, please contact us so we can make the necessary shipping arrangements. In most cases, we will be able to send you shipping labels via email and arrange for a pickup (depends on your location).
- Carefully remove the existing shipping label and adhere the new one. Make sure no old bar codes are still visible. Kiss the box for good luck (just making sure you are reading this).

Please contact us if you have any questions!

USING THE TRUNK SHOW

There is no single way to use the trunk show – it is such a versatile exhibition! This is one of the rare times that people have the opportunity to engage closely with a work of art. People really like to hold the pieces and because they are encased in the clear bags, they can!

You can spread the pieces out on tables and allow people to view them that way. Or, you can distribute the artwork to groups and let them hold the pieces for a closer look at the materials and techniques used.

In some cases, you may want to hang the pieces on the wall. We recommend using **3M Command POSTER strips** for this purpose – they are easily removable from both the wall AND the mat board. You can find this product in most larger chain stores.

Regional meetings

- Members get to know each other's work
- Show the diversity of styles, materials and techniques
- Use as an educational tool for critiquing and viewing art
- Use as a Jurying exercise - how to develop an exhibition when only a limited number of pieces can be included. What artwork would you select and why?

Galleries and Museums

- Introduce the art world to the art quilt as a fine art medium
- Increase SAQA visibility
- Engage visitors of all ages

Traditional Guilds

- Recruiting new members
- Giving closet art quilters a sense of belonging
- Show the diversity of styles in the art quilt community

Visit www.saqa.com/trunkshow for additional details about using the trunk show. A variety of different resources are available to download!