

SAQA Trunk Show Instructions

Please read the enclosed instructions carefully. If you have ANY questions, feel free to contact us at trunkshow@saqa.com.

Resources including inventory sheets, wall labels, and more are available online at www.saqa.com/trunkshow/resources.

UNPACKING THE BOX

- To open your shipment, please use scissors or a box cutter to carefully cut the packaging tape on the brown outer box. Open up the white box and styrofoam insert and remove the artwork
- Keep the boxes together - there is no need to separate them. You will use the same boxes for sending the trunk show back.
- 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 10 different trunk shows (labeled A-J) includes 38-40 pieces. As you unpack the artwork, use the appropriate inventory worksheet (available online) 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.

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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.
- Stack the pieces and place horizontally in the styroform insert. Use bubble wrap to fill empty spaces and replace the lid.
- Close up the white box – do NOT use any tape as this may damage the box.
- Tape up the outer brown box securely. Do not use excess tape.
- Carefully remove the existing shipping label and adhere the new one. Make sure no old bar codes are still visible.

SHIPPING INSTRUCTIONS

- Once you are done with the trunk show, contact us at trunkshow@saqa.com so we can make the necessary shipping arrangements.
- Note that some trunks will be returned to our shipping facility in Ohio but others might need to be shipped to another venue.
- In most cases, we will be able to send you shipping labels via email and arrange for a pickup (depends on your location).

Thank you for sharing the SAQA Trunk Show!

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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?

Community Art Centers, 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 / Other Organizations

- 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 including online activities, curated galleries, and other educational resources.

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