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# Quilters' Guild of South Australia Inc Information for Hire of Exhibition Frames



The frames are packed in blue vinyl bags. There is a total of 10 blue bags available. Bags are closed with a plastic tie to show that they have been checked. Once opened, please do not replace the tie. There are also two grey bags. One grey bag may be taken in case a spare part is needed. We hope that you will not need to use the grey bag. When assembled each set of frames will hang a total of 10 quilts back to back. Each bag contains a checklist of components per bag.

### Cost of hire

There is a \$150 bond payable per hire to confirm the booking of the frames.

The frames will be checked after each use and must be complete and in good condition on return. An amount of \$30 will be retained from the bond to contribute to the checking fee. The balance will then be refunded.

The hire fee is \$30 for each blue bag. No charge will be made for the grey bag.

Maximum hire cost when balance of bond is refunded and frames are in good condition will be \$300 + \$30 checking for 10 bags with a capacity to hang 100 quilts. (plus transport)

### Location

The frames are stored at Adelaide Showground, Wayville. Enter via the Kidman Gate on Rose Tce. Park in the visitors car park and report to the Venue Management office between Goyder & Ridley buildings with your STORAGE ACCESS AUTHORITY. Read the information on the authority carefully for further information. It is the responsibility of the group hiring the frames to collect and return them to the storage premises. Please note that there is no-one to assist with lifting the bags and any courier must be advised of this. Two people are needed.

### Transport of frames

The bags are three metres long, have a circumference of 60cm and weigh 28kg. The aluminium frames are packed into blue [and 2 grey] vinyl bags but the bags are not waterproof and must be kept dry, especially when being transported - water in the bags will affect the aluminium.

They are awkward to move because care must be taken not to bend or drag them. Two people must handle them at all times. Each bag needs to be transported flat. It is recommended that bags be carried in a flat bed truck or on a trailer with painter's planks to support the entire length of the bag. Pack on an angle across the trailer if need be but do not rest on the edge without proper support over the full length.

### Insurance cover

The frames are covered by the policy held by Quilters' Guild of SA Inc. Taxi trucks have insurance which covers the frames during transportation.

### Hire Agreement

To secure a booking the group must:

1. Complete a Frame Hire Agreement Form/Tax Invoice form in duplicate.
2. Hand the original with the bond to the treasurer at a Guild meeting or forward to The Treasurer, Quilters' Guild of SA Inc, PO Box 993, Kent Town SA 5071  
Payment may also be made by direct deposit [see Agreement Form]

### Access to Frames

Full payment for the hire of the frames is due four weeks prior to the exhibition date. When payment is received the FRAME ACCESS AUTHORITY required to release the frames from storage and the information to set up and care for the frames will be forwarded to the hiring group. Frames cannot be removed without this paperwork. Please read everything carefully.

**Please direct any further enquiries to the Frame Hire Liaison Officer.**