Thank you for your chapter’s interest and participation in SAGA’s Trunk Show. The purpose of this program is to share, showcase and inspire our members to further their interest and craft in smocking and related needle arts. The following outlines the process of confirming your chapter's reservation as well as the responsibilities of your chapter and SAGA thereto. If at any time you have any questions or comments, please contact the trunk show chair at trunkshow@smocking.org.

**SAGA TRUNK SHOW RESERVATION & CONFIRMATION**

SAGA chapter ___________________________ agrees to reserve and take responsibility for the SAGA trunk show for display on ____________________ for a total fee of $70 including a deposit of $30 and a rental fee of $40. Please send one check made payable to SAGA for the $70 along with this reservation form to the current Treasurer at:

Kelli Fox, SAGA Treasurer or SAGA
155 Timber Falls Dr. PO Box 150917
Longview, TX 75605 Nashville, TN 37215
855-350-7242 x4 855-350-7242 x4
treasurer@smocking.org trunkshow@smocking.org

Your chapter’s reservation is not confirmed until the check is received, so please send your reservation and rental check as soon as possible. Upon receipt, the Treasurer will notify the trunk show chair a confirmation.

**SAGA TRUNK SHOW GUIDELINES**

I. **CARE AND HANDLING OF TRUNK SHOW ITEMS**

In order to keep the loaned items in good condition, chapters are asked:

a. To keep all items on hangers or in plastic bags for ease in display and handling. The bags may be lifted to view a garment/item more closely. Please do not allow any food or drink in the room at all.

b. Please limit contact with the items. Members are required to wash their hands prior to handling.

c. **DO NOT** use pins on garments.

d. **DO NOT** tape or attach the garment tags to the garments in any way. This ruins the plastic bags and may damage the garments.

e. Extra plastic bags are included to replace any damaged bags as needed.

Please remember, your chapter is responsible for the Trunk Show garments while they are in your possession. Treat them with the loving care they deserve to ensure our members continue to feel comfortable to loan their work to the trunk show.

II. **PRE-SHOW CONFIRMATION OF ITEMS**

a. When you receive the show, please notify the trunk show chair at trunkshow@smocking.org, which verifies the safe arrival of the show.

b. Upon receipt, verify the garments and items received against the inventory sheet provided in the folder. If any discrepancies are found, immediately notify the trunk show chair at trunkshow@smocking.org.
III. POST-SHOW FORWARDING SHIPPING INSTRUCTIONS
   a. Repack the show as it came to you with items in numerical order. Fold items as little as possible.
   b. Place the provided folder on top, with any messages inside including the current shipping schedule and pre-addressed shipping labels included for your convenience.
   c. Remove all old shipping labels. This is very important! You will be sending the show on to the chapter immediately following yours on the shipping schedule.
   d. Chapters are expected to ship the trunk show in a timely manner with tracking. Please replace the box if it becomes too battered or unsuitable for safe shipping.
   e. Please notify the trunk show chair at trunkshow@smocking.org confirmation of the shipment along with the tracking information. Once the forwarding shipment is confirmed, your chapter’s deposit portion of $35.00 will be returned to your chapter if you ship the show to the next address listed on the shipping schedule within 48 HOURS after your reserved display date. Any delay in shipping means another SAGA chapter may not receive the show as scheduled, in which case your chapter forfeits the deposit.

Thank you again for your chapter’s support and interest of SAGA’s Trunk Show. We hope the members enjoy the items and we look forward to seeing your work in the future!