

**SECTION 8**  
**RMR SEMINAR GUIDELINES**  
**OTHER CHAIRS**

(updated 02/2025)

## ADDITIONAL JOB DESCRIPTIONS

### A. Seminar Food Function Chair

1. Works within the budget provided by the seminar committee, making timely reports to seminar chair and seminar treasurer.
2. Works closely with seminar chair and site food service manager to plan all food functions.
3. Reviews and selects menus within price range estimated by the seminar budget.
4. Presents recommended menus to seminar committee for final selection.
5. Determines the number of attendees (participants, faculty, and guests) at all food functions and keeps a list of those with special dietary needs.
6. Ensures that the facility can accommodate those with special dietary needs.
7. Ensures that tickets are printed for each food function. Note: Check with site contact on this. Site may wish you to use their tickets.
8. If a head table is deemed necessary, receives the seating requirements for the head table from the seminar chair.
9. Works with the seminar chair and site staff to determine table set-up.
10. Consults with the seminar chair to ensure the following arrangements have been made:
  - a) Program/Speaker
  - b) Invocation
  - c) Handwritten invitation sent to guests at head table
11. Determines special seating arrangements for honorees, i.e., past region directors, Clare award winners, and current board of directors.
12. Makes necessary seating assignments, designating assignments on individual tickets. All tickets are then given to the registrar to be included in registration packets.
13. Arranges for table signs as needed.
14. Arranges for tickets to be collected at each food function.
15. Plans for any pre-function reception, including cash bar.
16. Plans decorations for each function, coordinating plans with favors chair and with the approval of the seminar committee.
17. Submits [final job report](#) to be sent to seminar chair within 60 days of close of seminar.

## **Food Functions**

### **1. Menus**

- a) Select menus that have an appeal to a broad variety of people. (Consult with the food service manager of the site for suggestions.)
- b) Select several menus to present to the seminar committee. Food items such as fish/shellfish or pork products are usually not included in a banquet as they appeal to fewer people. Alternative selections should be offered if ethnic or specialty of the area foods are planned. Plan to have alternate menus for those who have food allergies – onion allergy including garlic and leeks; shellfish; nuts etc.

### **2. Meal Tickets**

- a) Meal tickets are provided in the registration packet.
- b) Sometimes the site will pick up tickets, other times the committee does it at the door or later in exchange for the favor. Verify the procedure with the site staff.
- c) Have a way of identifying individuals with special food needs to the wait staff – a brightly colored “table tent” to be place in front of the individual can be easily seen by the wait staff.

### **3. Programs**

- a) The seminar committee decides the type of program or entertainment for the food functions. The best programs are short and of wide interest.

### **4. Decorations**

- a) Plan decorations around the seminar theme, coordinating with favors chairman.
- b) Meet with site staff to determine how much can be placed on each table and when the committee will be allowed in the room to decorate.
- c) Try to have as many decorations completed well ahead of seminar as possible in order to reduce final decorating time.

## **B. Seminar Volunteer Chair**

1. Works within budget, making timely reports to seminar chair and seminar treasurer.
2. Consults with all chairs to determine needed volunteers.
3. Maintains a master listing of volunteers listing their assignments.
4. Generates a chart showing the location and times each volunteer will be in attendance
5. Plans for “roving” volunteers to cover in case there are no-shows. Be sure to consider all areas that need coverage:
  - a) Registration
  - b) Lobby
  - c) Classroom areas (at beginning of class sessions)
  - d) Boutique/Bookstore
  - e) Exhibits
6. Prepares [final job report](#) to be sent to seminar chair within 60 days of close of seminar.

### **C. Seminar Favors Chair**

1. Works within budget, making timely reports to seminar chair and seminar treasurer.
2. Is responsible for tote bags, pins and banquet table favors, subject to approval of the seminar committee.
3. Places orders for tote bags and seminar pins when determined by seminar committee.
  - a) Tote bags may be baskets, tote bags or similar items. Remember that some may have traveled by airplane. Check all possible sources, including previous seminar sources. Order ahead but purchase them as close to seminar as possible. Notices of places of local interest may be accepted for inclusion in the tote bags. Arrange to distribute at registration using a check list. Plan for a secure storage space close to the distribution area.
  - b) Seminar pins usually feature the seminar logo. Research possible sources to obtain the best price and delivery time. Plan quantities close to the anticipated registration.
  - c) Table favors may be purchased or handmade. Considers the number, type needed, the time to make, and cost of materials. Involves chapter members in making the items by providing materials and clear instructions. Sets a deadline well in advance and does a quality check when items are turned in.
4. Solicits door prizes, if desired by seminar committee, or accepts unsolicited door prizes and donations, arranging their equitable distribution.
5. Prepares [final job report](#) to be sent to seminar chair within 60 days of close of seminar.

#### **D. Seminar Merchandise Night Chair**

1. Works within budget provided by the seminar committee, making timely reports to seminar chair and seminar treasurer.
2. Check hotel contract regarding insurance needs for this event. EGA's insurance only covers items in exhibits.
3. Determines, with the seminar treasurer, the requirements of state and/or locale regarding collection and reporting of sales tax. Informs each participant as soon as possible.
4. Writes vendors:
  - a) Advises all sale items must be needlework related.
  - b) Requests list of items to be sold.
  - c) Informs vendors of state/local tax requirements.
5. Prepares alphabetical list of vendors for participants' notebook and gives it to the chair of that committee.
6. Assigns tables, attempting to separate participants selling the same or similar items.
7. Prepares room layout and submits to facilities chair to give to hotel.
8. Coordinates with publicity chair for appropriate signs, table number cards. Coordinates with registrar to have notice placed in registration packet of table assignment.
9. Oversees table setup. Places table numbers and name cards on tables.
10. Oversees the vendors' setup, assisting as needed.
11. Arranges with seminar treasurer for collection of appropriate sales tax. Receipt totals and payment from each vendor is collected, if required, from each vendor before vendor leaves the room at the close of the evening.
12. Submits [final job report](#) including copies of all releases to be sent to seminar chair within 60 days of close of seminar.

## **E. Boutique/Bookstore Operations Chair**

1. Seminars may have a boutique and/or a bookstore at the discretion of the seminar committee.
2. The [attached contracts](#) are recommended to be used. [NOTE: “DocuSign”, or any other EGA-approved online document signing software, may be used for bookstore/boutique contracts.]

## **F. Seminar Exhibit Chair**

1. Works within the budget provided by the seminar committee, making timely reports to seminar chair and seminar treasurer.
2. Works with seminar chair, arranging for space, necessary flats and tables.
3. Arranges for receiving, registering, hanging, dismantling, viewing hours, security, return shipping, and any awards.
4. Files exhibit insurance forms with EGA headquarters. (Go to <https://egausa.org> , Login, Documents & Downloads for current insurance form). NOTE: Check submittal time constraints.
5. Prepares necessary layout diagrams prior to hanging the exhibit.
6. Supervises exhibit committee during the preparation, hanging, and return of pieces. Views the contents of each exhibit box for damage.
7. Sees that identification cards are properly prepared for each exhibit item. Identification cards for Prospectors may be prepared by the respective chairs. Verify who is doing them.
8. Submits [final job report](#) including copies of all releases to be sent to seminar chair within 60 days of close of seminar.

## **Exhibits**

At each seminar there is a Prospectors Exhibit. An exhibit of the work by members of the host unit, an exhibit by region members, or a specialty exhibit may also be scheduled.

## **Planning and Hanging an Exhibit**

1. Prior to Seminar
  - a) Decide along with the seminar committee what will be included in the exhibit. Will it include the chapter members only or will it include region members as well? What will be the focus – programs, petit projects, ICCs and GCCs, or outstanding members' work? Will there be a historical aspect?
  - b) Prepare an entry form with necessary exhibitor information.
  - c) Plan dates for the submission of entry forms and the cutoff date.
  - d) Publicize the exhibit in the appropriate publications such as the chapter newsletter, *Border to Border*, and the chapter and/or region website. Begin publicizing the exhibit at least six months in advance.
  - e) Send out a call for entries at least three months before the seminar with a firm stated cutoff date.
  - f) Send out [Insurance forms and Waiver of Insurance forms](#) to each entrant.



- g) Prepare a spreadsheet with each entry given a number. Include the exhibitor, title of the piece, designer, how and when the piece will arrive at the exhibit, and if the proper insurance forms have been received.
- h) Contact the Prospectors chair to find out how much space and how many tables they will need.
- i) Plan the exhibit layout based on the entry forms received. Be sure to include the layout needed for the Prospector's exhibit.
- j) Make sure that the host site has a copy of the table layout for the exhibit room.
- k) Make up exhibit labels on cardstock for each entry to include Title, Designer, Exhibitor, Technique, etc.
- l) Secure adequate easels or display materials beyond the tables provided by the host site. Small items should be secured if possible on display cards or racks.
- m) Notify the volunteer chair of the number of exhibit volunteers that will be needed and the hours that they need to be in attendance.

### **Setting up the Exhibit**

- 1. Check in each piece for the exhibit as it arrives.
- 2. Store packing materials for each piece under the tables with identification so that the piece can be wrapped properly after the exhibit.
- 3. Make sure that each piece has an identification label to go with it and that the information is correct.
- 4. There should be white gloves available for the set up and during the exhibit for the volunteers to use to handle the exhibit items.
- 5. Set up the exhibit according to the planned layout adjusting as necessary.
- 6. Assist the Prospectors chair as necessary.

### **During the Exhibit**

- 1. Check to make sure that the necessary volunteers are in place during each scheduled time slot.
- 2. Each morning or evening, make sure that the exhibit items have not been moved and that nothing is missing.

### **Taking Down the Exhibit**

- 1. Carefully rewrap each exhibit item in the original wrapping materials if possible. Have extra package tape on hand for securing the packing material.
- 2. Check off each item on the spreadsheet as it is picked up by the exhibitor.

3. Arrange to return any other exhibit pieces to the exhibitor either by hand delivery or shipping.

## **G. Seminar Merchandise Night Chair**

1. Works within budget provided by the seminar committee, making timely reports to seminar chair and seminar treasurer.
2. Check hotel contract regarding insurance needs for this event. EGA's insurance only covers items in exhibits.
3. Determines, with the seminar treasurer, the requirements of state and/or locale regarding collection and reporting of sales tax. Informs each participant as soon as possible.
4. Writes vendors:
  - a) Advises all sale items must be needlework related.
  - b) Requests list of items to be sold.
  - c) Information on state/local tax requirements.
5. Prepares alphabetical list of vendors for participants' notebook and gives it to the chair of that committee.
6. Assigns tables, attempting to separate participants selling the same or similar items.
7. Prepares room layout and submits to facilities chair to give to hotel.
8. Coordinates with publicity chair for appropriate signs, table number cards. Coordinates with registrar to have notice placed in registration packet of table assignment.
9. Oversees table setup. Places table numbers and name cards on tables.
10. Oversees the vendors' setup, assisting as needed.
11. Arranges with seminar treasurer for collection of appropriate sales tax. Receipt totals and payment from each vendor is collected, if required, from each vendor before vendor leaves the room at the close of the evening.
12. Submits [final job report](#) including copies of all releases to be sent to seminar chair within 60 days of close of seminar.

## H. Boutique/Bookstore Operations

1. Seminars may have a boutique and/or a bookstore at the discretion of the seminar committee.

The [attached contracts](#) are recommended to be used. *[NOTE: “DocuSign”, or any other EGA-approved online document signing software, may be used for [bookstore/boutique contracts](#)*

## **Seminar Committee Chair Report Form**

Complete this form and submit two copies to the seminar chair emailed on or before \_\_\_\_\_ (within 60 days after the close of seminar). Enclose a copy of any printed matter that was used as part of your job. Also, add any suggestions for future seminars, as well as what your job entailed including any duties performed that are not on the job description, and how you handled it. The seminar chair will compile these reports on a computer file and forward a copy electronically or via usb, one to the assistant region director and one to the next year's seminar chair.

### **Seminar Committee Assignment**

Chair's Name:

Job Description: Outline responsibilities if different from those contained in the RMR Seminar Guidelines:

Expenses:

Procedure followed: (Include timeline and man hours involved)

Recommendations to improve or make the job easier:

## Rocky Mountain Region Seminar 20xx

### Boutique Contract

This agreement is made and entered into between Rocky Mountain Region of the Embroiderers' Guild of America, Inc., Seminar 20xx (hereinafter referred to as RMR Seminar 20xx) and (Name of owner and Name of Business)\_\_\_\_\_ (hereinafter referred to as The Shop).

In consideration of the mutual agreements set forth, the parties hereto agree as follows:

#### The Shop agrees to:

1. Provide merchandise to set up and stock a needlework boutique in \_\_ (Site, City, State) \_\_.
2. Pay all expenses incurred when carrying out item #1. Provide everything necessary to conduct business, including cash on hand, and credit card services if available. Be responsible for business risks, "bad" checks with insufficient funds, or declined credit card purchases, and collection of same.
3. The dates and hours that The Shop occupies the provided space are as follows:  
  
Setup \_\_\_\_\_  
  
Open for Business \_\_\_\_\_  
  
Breakdown \_\_\_\_\_
4. Be responsible for all expenses incurred in operating The Shop including but not limited to: the cost of merchandise, salaries, bank charges, freight, and, where applicable, sales tax, business licensing and registration fees, re-stocking fees, equipment rental, insurance, telephone connection, and personal expenses for food and lodging.
5. To pay to RMR Seminar 20xx or their agent, within seven (7) days from the close of RMR Seminar 20xx, ten (10) percent of the net gross. Net gross is \_\_\_\_\_ defined as the total of all retail sales of merchandise after deducting applicable sales tax.
6. Make their own arrangements for lodging.
7. Pay for all transportation, lodging, and meals for paid (non-volunteer) personnel staffing The Shop.
8. Indemnify, protect, hold harmless, and reimburse RMR Seminar 20xx in connection with all liability, loss, cost, damage, or expense that may be incurred by RMR Seminar 20xx for any of the following reasons:
  - a) The failure to provide merchandise for which payment is received or The Shop has in anyway obligated itself to provide
  - b) Failure to pay debts incurred in connection with the purchase of materials and/or the hiring of any person to carry out the responsibilities as outlined in items #2 through #4.

- c) Injury or alleged injury of any kind to any person resulting in any way from the execution of items #1 through #4.
  - d) Loss of any materials brought into \_\_ (Site) \_\_ due to fire, theft, or damage of any kind.
9. Provide camera-ready advertising materials if RMR Seminar 20xx makes advertising space available in Seminar materials.

**RMR Seminar 20xx agrees to:**

1. Provide a suitable room for The Shop in \_\_ (Site, City, State) \_\_\_\_.
2. The room will have at minimum, properly secured doors which can be locked when The Shop is closed, adequate tables to display merchandise, tables to conduct business, and chairs.
3. Provide volunteers to staff a bag checking service at the entrance to The Shop if requested by The Shop
4. Provide, as soon as available, a list of faculty, with mailing addresses and/or e-mail addresses, class supply lists, participants in Merchandise Night, special requests for The Shop inventory and any other pertinent information.
5. Arrange seminar rate for lodging in the seminar facility, if needed.
6. Provide all published seminar materials, before and during the Seminar.
7. Provide free advertising in Seminar materials including publicity of boutique location and hours of operation during the Seminar.
8. Acknowledge The Shop at the closing function if there is one.

This instrument contains the entire agreement of the parties.

**IN WITNESS THEREOF**, the parties hereto have executed this agreement:

**THE EMBROIDERERS' GUILD OF AMERICA, INC., ROCKY MOUNTAIN REGION SEMINAR 20xx.**

By \_\_\_\_\_ By: \_\_\_\_\_

*Owner* *Seminar Chair*

By: \_\_\_\_\_ By: \_\_\_\_\_

*Shop Name* *Region Director*

Date: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: when typing contracts, make certain that the last page contains more than just the signatures

**Rocky Mountain Region Seminar 20xx  
Bookstore Contract**

This agreement is made and entered into between **Rocky Mountain Region** of the Embroiderers' Guild of America, Inc., Seminar 20xx (hereinafter referred to as RMR Seminar 20xx) and **(Name of Owner and Name of Business)** (hereinafter referred to as The Bookstore).

In consideration of the mutual agreements set forth, the parties hereto agree as follows:

The Bookstore agrees to:

1. Provide a well stocked needlework bookstore in \_\_ (Site, City, State) \_\_, open each day of the Seminar, hours to be determined and agreed upon by both parties. Stock will be limited to printed materials concerning all aspects of needlework and can include self-published or "small press" charts or books containing charted projects. Books shall be new (in print or out-of-print) or used, in good condition. Prices for new books shall be publisher's retail price or less. Prices for out-of-print and used books shall be reasonable, taking into account condition and rarity of book.
2. Pay all expenses incurred when carrying out item #1. Provide everything necessary to conduct business, including cash on hand, and credit card services, if available. Be responsible for business risks, "bad" checks with insufficient funds, or declined credit card purchases, and collection of same.
3. The dates and hours that The Bookstore occupies the provided space as follows:  
  
Setup \_\_\_\_\_  
  
Open for Business \_\_\_\_\_  
  
Breakdown \_\_\_\_\_
4. Be responsible for all expenses incurred in operating The Bookstore including but not limited to: the cost of merchandise, salaries, bank charges, freight, and, where applicable, sales tax, business licensing and registration fees, re-stocking fees, equipment rental, insurance, telephone connection, and personal expenses for food and lodging.
5. To pay to RMR Seminar 20xx or their agent, within seven (7) days from the close of RMR seminar 20xx ten (10) percent of the net gross. Net gross is defined as the total of all retail sales of merchandise after deducting the appropriate sales tax.
6. Make their own arrangements for lodging.
7. Take special orders and rain checks for future delivery to customers who shop during Seminar.
8. Pay for all transportation, lodging, and meals for paid (non-volunteer) personnel staffing the bookstore.



9. Indemnify, protect, hold harmless, and reimburse RMR Seminar 20xx in connection with all liability, loss, cost, damage, or expense that may be incurred by RMR Seminar 20xx for any of the following reasons:
10. The failure to provide merchandise for which payment is received or The Bookstore has in any way obligated itself to provide.
  - A. Failure to pay debts incurred in connection with the purchase of materials and/or the hiring of any person to carry out the responsibilities as outlined in items #2 through #4.
  - B. Injury or alleged injury of any kind to any person resulting in any way from the execution of items #1 through #4.
  - C. Loss of any materials brought into  (Site)  due to fire, theft, or damage of any kind.
11. Provide camera-ready advertising materials if RMR Seminar 20xx makes advertising space available in Seminar materials.
12. Provide to the bookstore coordinator, at least two weeks prior to Seminar, a list of books which are planned to be sold in The Bookstore. This list is for informational purposes only and will in no way limit the ability of The Bookstore to add or delete stock as required for the actual Seminar bookstore.

**RMR Seminar 20xx agrees to:**

1. Provide a suitable room for the bookstore in  (Site, City, State) . The room will have, at minimum, properly secured doors which can be locked when the bookstore is closed, adequate tables to display merchandise, tables to conduct business, and chairs.
2. Provide volunteers to staff a bag checking service at the entrance of The Bookstore if requested by The Bookstore.
3. Provide, as soon as available, a list of faculty, with mailing addresses and/or e-mail addresses, class supply lists, participants in Merchandise Night, special requests for the bookstore inventory and any other pertinent information.
4. Arrange seminar rate for lodging in the seminar facility, if needed.
5. Provide all published seminar materials, before and during the Seminar.
6. Provide free advertising in Seminar materials including publicity of The Bookstore location and hours of operation during the Seminar.
7. Acknowledge The Bookstore at the closing function, if there is one.

This instrument contains the entire agreement of the parties.

**IN WITNESS THEREOF**, the parties hereto have executed this agreement:

**THE EMBROIDERERS' GUILD OF AMERICA, INC., ROCKY MOUNTAIN REGION SEMINAR 20xx,**

By:\_\_\_\_\_ By:\_\_\_\_\_

*Owner*\_\_\_\_\_ *Seminar Chair*\_\_\_\_\_

By:\_\_\_\_\_ By:\_\_\_\_\_

*Bookstore Name*\_\_\_\_\_ *RMR Region Director*\_\_\_\_\_

Date:\_\_\_\_\_ Date:\_\_\_\_\_

NOTE: when typing contracts, make certain that the last page contains more than just the signatures.

## **INDIVIDUAL APPRAISAL OF FINE ARTS FORM**

## **WAIVER OF APPRAISAL OF FINE ARTS FORM**

This form must be completed on all items being exhibited and retained by the exhibit Chair. An Appraisal of Fine Arts Summary Form (Form 2) must be compiled from these forms and sent to Headquarters **BEFORE** the show opens.

To access this document, right click on the hyperlink below (You MUST be logged into EGA to access via the hyperlink!)

[https://egausa.org/app/uploads/2024/10/protected-exhibit\\_insurance\\_forms\\_oct2024.pdf](https://egausa.org/app/uploads/2024/10/protected-exhibit_insurance_forms_oct2024.pdf)

**OR**

Contact Rand Duren [rduren@egausa.org](mailto:rduren@egausa.org)

**The Embroiderers' Guild of America**  
**Appraisal of Fine Arts For**  
**Chapter or Region Exhibits or Shows**

Form 1

EGA's insurance contains a *Fine Arts Floater* that is designed to protect needlework pieces owned or in the care, custody, or control of EGA, its regions, or its chapters. Pieces owned by individual members are covered while on exhibit or while being transported to exhibits or shows by chapter, regions, or the national organization. While a piece remains in the owner's home or while it is being transported by its owner (shipment to exhibit), it is not covered by EGA insurance. The coverage limit for the Exhibitions is \$275,000 total loss with a \$10,000 per item limit. A \$500 deductible applies to each occurrence. This means one \$500 deductible will be deducted from the total stated values of all items for which a claim has been made. **Example:** Five (5) exhibitors have presented a claim for \$6,000 total. The \$500 deductible will be prorated between the five (5) exhibitors.

In order to be covered it is necessary to fill out and sign the following form or include an appraisal by a qualified third party.

**PLEASE PRINT OR TYPE**

Name of Chapter/Region \_\_\_\_\_

Exhibit Date(s) \_\_\_\_\_

Name of Exhibitor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name of Piece \_\_\_\_\_

Technique(s) \_\_\_\_\_

Designer's Name \_\_\_\_\_

Cost of Materials

\$ \_\_\_\_\_

Labor is computed by multiplying the total number of hours spent in completing the piece, by the current minimum federal wage of your state

Cost of Finishing

\$ \_\_\_\_\_

Labor\* \_\_\_\_\_ hrs. x \_\_\_\_\_ min wage

\$ \_\_\_\_\_

**TOTAL**

\$ \_\_\_\_\_

How many of like item? \_\_\_\_\_ x Total \$ \_\_\_\_\_

I understand that the deadline for filing a claim for loss or damage is three (3) months following the close of the exhibit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**EITHER THIS FORM, OR A WAIVER OF APPRAISAL OF FINE ARTS FORM, MUST BE FILLED OUT FOR EACH PIECE. IF A FORM IS NOT SENT TO THE EXHIBIT CHAIR OR INCLUDED WITH THE PIECE, THE PIECE WILL BE RETURNED IMMEDIATELY ON RECEIPT. THE DESIGNER'S NAME MUST BE INCLUDED**

**NOTE:**

A written appraisal by a qualified third party will be accepted in lieu of this form.

This form must be completed on all items being exhibited and retained by the exhibit Chair. An *Appraisal of Fine Arts Summary Form* (Form 2) must be compiled from these forms and sent to

**The Embroiders' Guild of America**  
**Appraisal of Fine Arts Summary Form**

**Form 2**

<u>Exhibitor's Name</u>	<u>Name of Piece</u>	<u>Appraisal Value</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

If necessary, additional items may be listed on a separate page(s).

**Name of Chapter/Region** \_\_\_\_\_

**Exhibit Date(s)** \_\_\_\_\_

**Exhibit Location** \_\_\_\_\_  
\_\_\_\_\_

Completed by \_\_\_\_\_

Date \_\_\_\_\_

**This form must be completed, listing all items being exhibited, and mailed before the show opens, to:**

The Embroiders' Guild of America, Inc.  
501 Baxter Ave, Suite 200  
Louisville, KY 40206

This form may also be filed electronically.  
Send to: [egahq@egausa.org](mailto:egahq@egausa.org)

## Waver of Appraisal of Fine Arts Form

### Form 3

It is mutually understood and agreed that I, \_\_\_\_\_, have knowingly and willingly chosen to exclude my embroidery pieces from the coverage afforded the EGA, its regions, its chapters, and its members for the exhibition located at \_\_\_\_\_ for the period \_\_\_\_\_ which needs to be completed no less than five (5) days prior to the first day of the exhibition period listed above, thereby voluntarily excluding any and all of my exhibited pieces of embroidery from the coverage offered under the EGA national insurance program.

**F. EITHER THIS FORM, OR THE INDIVIDUAL APPRAISAL OF FINE ARTS FORM, MUST BE FILLED OUT FOR EACH PIECE. IF THE FORM IS NOT RETURNED TO THE EXHIBIT CHAIR OR INCLUDED WITH THE PIECE, IT WILL BE RETURNED IMMEDIATELY ON RECEIPT. THE DESIGNER'S NAME MUST BE INCLUDED. 2/07**

<b>Title of Piece:</b> _____
<b>Designer's Name:</b> _____
<b>Technique:</b> _____

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20

Signature \_\_\_\_\_  
(Member/Exhibitor)

Chapter Name \_\_\_\_\_

[Microsoft Word - Blank Document, FRP Letterhead](#)(Link to this form on the EGA website) (You MUST be logged into EGA to access via the hyperlink!)



PO Box 221649  
Louisville, KY 40252

**Request for Certificate of Insurance for The Embroiderers' Guild of America, Inc.**

Name and Address of Chapter or Region:

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Person or Place and Address Requesting Proof of Insurance (Certificate Holder):

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Reason for Certificate (Exhibition Location, Meeting, etc.):

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Email Address to Send Requested Certificate:

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Date: \_\_\_\_\_

This form is used only when you are required to give someone proof that you are insured.

**For faster response, please email request to: [spetty@foundationrp.com](mailto:spetty@foundationrp.com)**

**Or mail to:**

Foundation Risk Partners  
Attn: Shannara Petty

9700 Ormsby Station Rd. Ste 200

(for example: the museum where you want to have your show requires “proof of insurance” before they will allow you to hang the pieces).