

Gentle Quilters,

Welcome to the 32nd annual Mid-Appalachian Quilting Symposium. Each year MAQ presents a variety of classes to hundreds of eager students offered by a talented faculty. Prior to the seminar, the MAQ board, consisting entirely of volunteers, spends many months of preparation to ensure the event runs as smoothly as possible.

Each year we welcome new members into our fold. The current board decided a FAQ would be useful to both new and returning students.

MAQ FAQ 2019

Welcome to Gettysburg College!

MAQ 2019 will be held at Gettysburg College. The campus is gorgeous, accessible, and welcoming. It is completely different than our previous location, however. Instead of our classes being located in two buildings, we are located in 7 different buildings. All the buildings are within walking distance, and there is plenty of parking- handicap and regular access. We have attached a campus map to this FAQ. 2 locations are highlighted: **College Union Building -CUB** and the **Masters Parking Lot**. **When you arrive on campus, park in the MASTERS PARKING LOT, and then make your way to CUB.** You will complete registration, pick up your class information, goodie bags, and t-shirts (if purchased), and receive your personalized campus map. Your campus map will be highlighted with the location of your dorm and classes, as well as the dining hall and MAQ office. You will need to **bring your car information to check in as you will have to fill out a parking pass**. Finally, if you haven't **printed and completed the Gettysburg College Waiver**, please do so, and bring a copy to registration. A copy has been attached to the end of this FAQ.

Wait List

When a class fills, the board maintains a wait list of people who would like to take the class but were unable to due to the class filling quickly. If, and when, openings occur, we (the MAQ board) offers the spot to the next person on the list. Please respect others by refraining from attempting to circumvent the established wait list procedures. Showing up in the class and appealing to the instructor to allow you to remain puts the teacher in a difficult position as well as being unfair to students who may be ahead of you on the wait list.

Changing classes

We request that all class change requests are made no later than a week prior to the start of classes. The board is extremely busy in the week leading up to MAQ preparing attendance sheets, class lists, and finalizing registration. A class change may seem like a simple request but each request requires changes in several places. Should you desire to change a class during the event, please do not make that request to the teacher. All requests should be made to the board the day prior to the class.

Setting your space up in the class

Due to the event being held at a new venue this year, we all have much to learn about our new space. Please set up your area in the class with consideration to those around you. **You may not set up in the room prior to 5:00 PM the evening before your class.** Please avoid waiting by the doorway so that students taking that day's class will be able to exit. Due to the change in location, MAQ will have classrooms in several buildings around campus. Fortunately, the campus terrain is flat and the buildings are close. Each building with classrooms has an elevator.

Working after hours

Some students like to return to classrooms to complete work on projects. This year, teachers may decide to not allow for afterhours work. This is decided on a teacher-by-teacher basis. Sadly, items went missing from classrooms that

were open for afterhours work, which has prompted this new change.

Common Space workspace

The MAQ Board works tirelessly to offer our members the opportunity to take a dynamic range of classes. Due to the nature of our event, however, we are unable to offer common space workplaces for our members. You are invited to move your sewing machine to your dorm room for workspace.

Personal sewing tables

Unlike our previous venue, each classroom at Gettysburg has tables already in place. Due to potential fire exit blockage, personal sewing tables ARE PROHIBITED in the classrooms. Please, feel free to bring your sewing table to use in your dorm room.

Irons

Each class will have access to MAQ ironing stations. Some will be in the class and some will be in the hallway. Please don't bring personal irons to class. We also ask that you do not put water in the irons. Ensuring 40+ irons are water free prior to being packed away for a year is not a fun task. Spray bottles will be provided. Additionally, **use protection when ironing with adhesives.** The next person to use an iron with adhesive melted onto it may end up with a ruined block.

Extension Cords and Lighting

As you're packing your supplies for MAQ, consider packing a heavy-duty extension cord/power strip for use in your various classrooms. While there are ample outlets in each classroom, some rooms are large, and you'll need an extension cord to power your machine. You might also consider packing a small work-light for your space.

Facility Fee

Gettysburg (as did our previous location) charges a daily facility per person, per day. The facility fee at Gettysburg is currently \$6. That cost is covered by the daily class tuition fee. If you choose not to take a class for a day, you will be asked to pay this fee to MAQ.

Dorm and Meal Information

Each night of housing includes meals – dinner, breakfast and lunch. You will receive a combination of keys and a swipe card. The swipe card might act as a building key AND your meal card.

If you're staying in a traditional dorm room, you will receive 1 room key and a swipe card. Those staying in Apartment style housing will receive 2 keys and one swipe key. Keep all keys and cards with you as you move around the campus. The lost key fee is \$70.00, and the lost swipe card replacement fee is \$10.00.

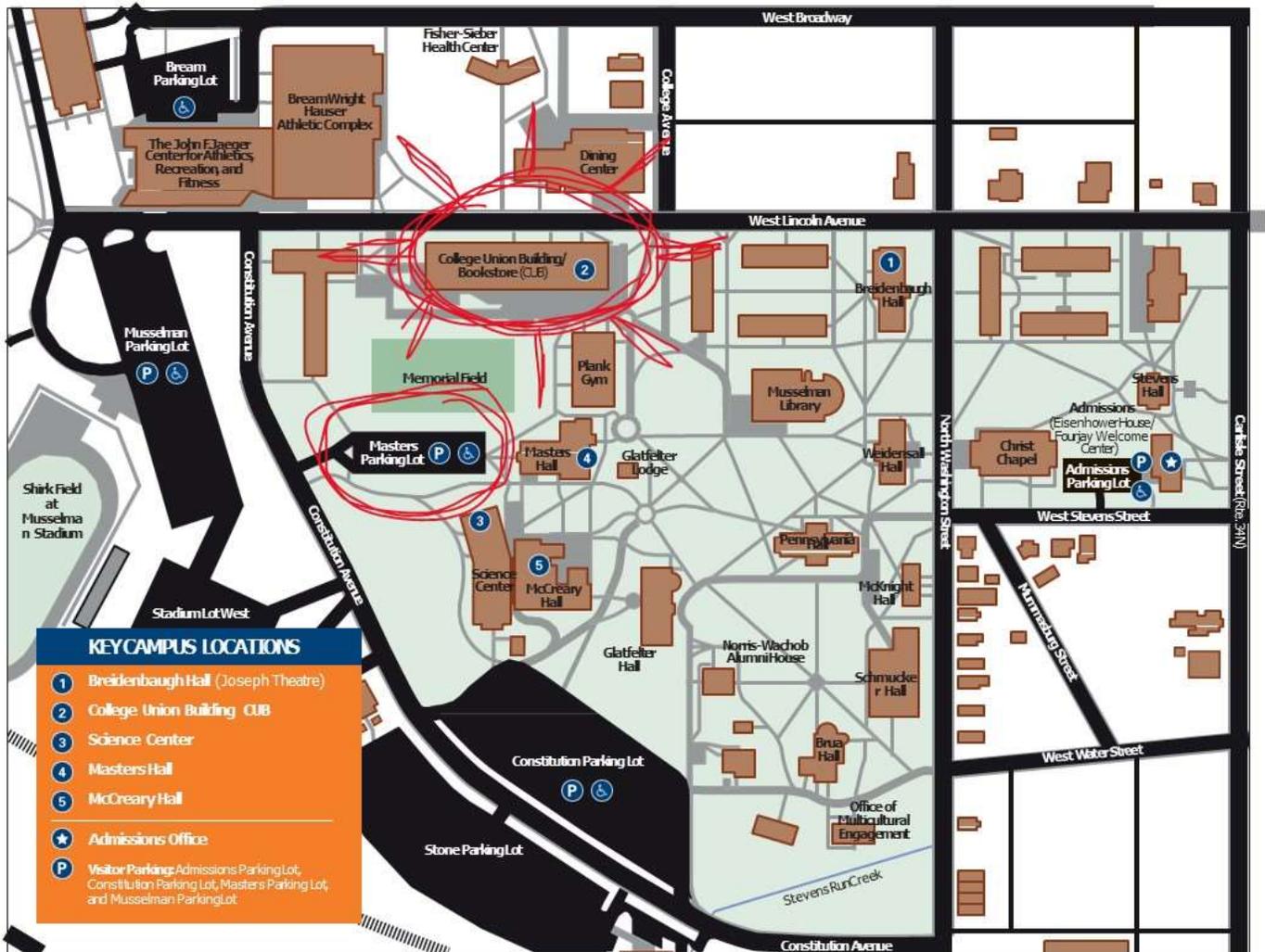
You must check out of your dorm room Sunday morning (or the morning of your last class) before class. We will collect keys at breakfast, and swipe cards after lunch.

Students will be responsible for bringing your own sheets, pillows and towels. **Dorm beds are Twin XL.**

Gettysburg Campus Map

When you arrive for MAQ:

1. PARK at the Masters Parking Lot – circled in red.
2. Report to the College Union Building – CUB, for registration – starred in red.



Adult Participant Information & Waiver Form

APPENDIX #2

The information collected in this form is confidential and will only be shared in a medical emergency.
Thank you for taking the time to fill out the form in its entirety.

Conference Attendee Information

Participant's Full Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone Number: _____ Cell Number: _____

Emergency Contact Information

1st Emergency Contact Name: _____
Relation to Participant: _____ Home Phone Number: _____
Cell Phone Number: _____ Work Phone Number: _____
Place of Employment: _____
2nd Emergency Contact Name: _____
Relation to Participant: _____ Home Phone Number: _____
Cell Phone Number: _____ Work Phone Number: _____
Place of Employment: _____

Waiver/Release Information

I understand and agree that I am responsible for arranging my own health, accident, and liability insurance, and that no such insurance is provided by MID-APPALACHIAN QUILTERS (MAQ) — [insert Conference/Organization] and/or Gettysburg College.

I hereby authorize the employees and/or agents of MAQ [insert Conference/Organization] and/or Gettysburg College, at their sole discretion, to secure such medical advice and/or services as may be deemed necessary for my health and safety, and I agree to accept full financial responsibility for such advice or services.

RELEASE AND INDEMNIFICATION. FOR MYSELF AND ALL THOSE WHO MAY CLAIM THROUGH ME OR IN MY PLACE, AND IN EXCHANGE FOR AND IN CONSIDERATION OF MAQ [insert Conference/Organization] AND GETTYSBURG COLLEGE PERMITTING ME TO PARTICIPATE IN THIS CONFERENCE AND RELATED ACTIVITIES, I HEREBY ASSUME ALL THE RISKS OF INJURY ASSOCIATED WITH THIS CONFERENCE AND RELATED ACTIVITIES AND AGREE TO RELEASE, HOLD HARMLESS, AND INDEMNIFY MAQ [insert Conference/Organization] AND GETTYSBURG COLLEGE, AND THEIR OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL LIABILITY, ACTIONS, CAUSES OF ACTION, NEGLIGENCE, CLAIMS OR DEMANDS OF ANY NATURE WHATSOEVER THAT MAY ARISE BY OR IN CONNECTION WITH MY PARTICIPATION IN THIS CONFERENCE AND RELATED ACTIVITIES.

In signing this document I acknowledge that I am 18 years of age or older, that I have read it, that I understand it, that I have signed it knowingly and voluntarily, and that I accept and intend to be legally bound by its terms.

Date: _____ Signed: _____
Name Printed: _____

This form must be completed, printed, and mailed, emailed (scanned as a PDF file), or faxed to the Conference Director.