

International Quilt & Fiber Arts Festival 2022

Submission Guidelines



When entering the International Quilt & Fiber Arts Festival 2022 (IQFAF), you will need to complete an online submission form. We utilize ArtCall.org for this process and must work within the parameters available to us. If you have submitted entries in 2018 or 2019, you could still have an account you can log in to and will not need to create a new one. You will be prompted to pay a one-time entry fee of \$50 (\$40 for Museum members!) before beginning the process. The online submission form will need to be completed for EACH item you submit for a call (maximum of 3 per artist).

ArtCall places a 45-minute time limit on filling out the online forms. We have provided you a list at the end of this document of the fields you will need to fill in and recommend that you prepare your answers in a Word or similar program document or write it out before you start the process. If you are timed out, you could lose any information you have entered. **NOTE: Hitting the “Submit Entry Details” bar at the bottom of the page periodically will re-set the 45-minute timer. Your work will not be saved until all required fields are filled but you can re-set the time limit multiple times.**

If you have any questions, please contact the Pacific Northwest Quilt & Fiber Arts Museum (QFAM) at (360) 466-4288 or iqfaf@qfamuseum.org.

Artist and/or Artwork Information:

- If your address does not include a province or state, enter N/A
- Don't use ALL CAPITALS when completing fields.
- Type of entry is to assist us in planning the exhibition layout. All quilt entries will be 2D Wall types; fiber art and wearable entries select as applicable.
- There are three categories: Quilts, Fiber Arts, and Wearable Art. You must select one of these three and one of the sub-category options below your selected category. Category and sub-category definitions are available on the Museum's website.
- Dimensions should reflect the entire outside measurements of your piece, including frames where applicable. **Do not use fractions when entering sizes** - use decimal points. Since it is a numeric field, don't enter any text characters. Enter 0 for depth for 2D pieces.
- Text fields each have restrictions on the number of characters allowed (**including punctuation and spaces**). This information is used for jurying, labels, and catalogs. You can use a word processing program and paste the information into the fields - most programs have a way to count the characters (including spaces). QFAM reserves the right to edit descriptions, as needed, for space, etc. Once you start typing in the field you will see the numbers in the bottom left change to show the number of characters left. Any characters more than the maximum will be discarded when the form is saved.
- To preserve the blind-jurying process, do not include any personal information in these fields.
- Only include a photo credit if you did NOT take the photos submitted on this form. This allows us to credit the photographer when the image is used on website or other publicity.
- Click on **Submit Entry Details** in orange bar at bottom to move on to next step. The form automatically takes you to the “Submit Images” screen. You do not have to upload your images now. To close this window, click on the orange “My Applications” tab in the upper right hand of the program screen. You will see a message warning you have missing images. This message will pop up every time you log in until all images are loaded. Be sure to upload your images before the close of the Call for Entry or your application will not be eligible.

- If you are still on the submission page, make sure that ALL the required fields have been completed. You will see a red box around fields that either don't have a response or the response doesn't meet the set parameters. For instance, fields have a minimum number of characters required. Check to make sure you are within the specified range. Also make sure that you have read and checked the last question.

Image Information: (Be sure to read the **Digital Image Submission Guidelines** for helpful tips and information on how to submit images)

- The application will only allow JPG images to be uploaded. The form will NOT accept any other file formats.
- Remember that all edges of your piece must be viewable in the full image. If your image is cropped, you will be required to submit another image.
- The files do not upload until the form is submitted. When a file is selected, you will not see a thumbnail but the filename will be displayed (see red circle above).
- Once you have uploaded your images, click on “Complete and View Entry” in the orange bar at the bottom of the window. Depending on the size of your image files, there may be a brief delay before the confirmation page displays. This should NOT take more than a few minutes.

How do I know if my form was submitted correctly?

Once your submission has been completed, you will receive an automatic email confirmation - check your spam folder if you don't find it in your regular inbox.

How do I enter multiple pieces of artwork?

Once the form is submitted, you will be returned to the User Dashboard, where you can select “Add a New Application.” Your entry fee allows you to submit up to three pieces. You will have to complete the submission form for EACH PIECE.

If you have any questions, please contact the Museum at (360) 466-4288 or iqfaf@qfamuseum.org.

Form Fields

Profile Data (entered only once)

- First & Last Name
- Email
- Phone Number
- Address 1
- Address 2
- City
- State
- Zip
- Country
- Are you a member of the Museum (Y/N)
- Have you exhibited or entered Festival before (Y/N)

Item Data (entered for each piece)

- Category (Quilt, Fiber Art or Wearable)
- Sub-Category
- Title of Piece (Application Title)
- Dimensions (H/W/D)
- Type of Piece (Wall, Pedestal, Mannequin)
- Artist Statement (Max 1000 characters)
- Method/Techniques Used (Max 200 characters)
- Materials Used (Max 200 characters)
- Pattern Source
- Collaboration? (Y/N)
- List Collaborators
- Photo Credit (if other than artist)
- Judged? (Y/N)
- Agree to Terms & Conditions