

2018 Hammersmith Quilters Guild

BOUTIQUE GUIDELINES

We will accept for consignment any hand-made items made by our members only.

NO FOOD ITEMS WILL BE ACCEPTED.

Boutique chairpersons reserve the right to refuse any item.

INVENTORY SHEETS:

1. Two inventory sheets are required to list your hand-crafted items.
2. Bring both copies of the inventory sheets. One copy will be for our records and the other is your receipt.
3. You must bring your copy when you return on Sunday to pick up your remaining items.
4. If you have similar items with the same price, but different colors/designs, please group them together and do not list them as individual items. (Example: you have several ornaments selling for the same price- lump them together as one line item with the correct quantity indicated.)
5. Disregard the first column on the sheet.

GUILD COMMISSIONS:

1. 20% of the selling price of all sold items will go to the Guild.

LABELING/TAGGING:

Each item for sale must be labeled with a String Tag. NO STICK-ON LABELS. Each tag should show the following:

1. Price (should be in increments of .50 cents. example \$1.00/1.50)
2. Description of item must match inventory sheet.
3. First initial and last name
4. Print Assigned number on back of tag- **IMPORTANT FOR PROPER TRACKING OF YOUR SOLD ITEMS.**
5. A sample tag should read : *Christmas Ornament \$1.50 J.Jones #23*

DISPLAYING ITEMS:

1. If your items require any special props or baskets for display, you are responsible for those props. Label them **NOT FOR SALE** with your name. (Props aid in the display and sale of all items.)
2. Clothing for sale shows best on a hanger, which you must provide- we will have a rack for clothing.
3. Baskets or boxes or some other container are a wonderful way to show off your merchandise especially if you have several of the same item.
4. You are responsible for packaging your items that need to be protected. Packaging provides a nice way to advertise.
5. You should provide any explanatory signs(i.e. a small bright-colored index card) to be placed with your items
6. A Boutique Person will do their best to see that everything is displayed to its best advantage.

CHECK-IN:

1. We will accept items from 2:00PM - 5:00PM on Friday October 19th. The earlier we get your items, the more time we will have to set up.
2. Only properly labeled items will be accepted. Bring both copies of your Inventory sheets at this time.
3. You must check in with an authorized Boutique person, who will sign your sheet. Your signature on the Inventory Sheet states you agree with the count submitted to the Boutique.
4. The Guild will not be held responsible for any type of disaster- flood and fire, etc.

CHECK OUT

1. No one will be allowed in the Boutique area until we have finished sorting and have organized all items by vendor.
2. Pick up your items between 3:00PM-5:00PM on Sunday, October 21st. You must have your copy of the Inventory Sheet.
3. You must check out with an authorized Boutique person.
4. Member will sign both copies to indicate that they are accepting the correct number of items returned.

THANK YOU

***We thank you very much for your participation in our Boutique and helping to make the Boutique a success !!!!
If you have any questions, please feel free to call.***

Beverly McGrath

Jane Amato

Gail Dwyer