

## ***Pioneer Quilt Guild Boutique Guidelines for Consignment Items***

1. ***“Seller” is a guild member, or non-member sponsored by a guild member.***
2. ***The percentage of the sale paid to the seller depends on the overall cost of the Quilt Show. The maximum percentage paid to members who volunteer to work the show is 90% except for quilts sold in the boutique. The percentage for these quilts will be an 85% payout. (see #8). The maximum paid to a non-member or non-volunteer is 80%.***
3. ***An INVENTORY NUMBER will be assigned to each seller for sales control purposes. The inventory number will be used for the sale of each item and for cash settlement purposes. This number will be provided by the Boutique Committee.***
4. ***Each seller will be required to complete an inventory sheet. The inventory sheet will show the inventory number, an item number, description of each item and the items’ sale price.***
5. ***All items will be tagged with a two-part tear away price tag provided by the Boutique Committee. Both portions of the tags are to be filled out by the seller, with the seller’s inventory/item number and the price of the item. A description of the item is helpful but optional.***
6. ***All items must be priced in quarter increments - \$2.25, \$4.50, \$3.75, \$5, etc. DO NOT ADD SALES TAX ; sales tax will be added at the time of the sale.***
7. ***The seller will deliver the inventory sheet and tagged items to the Boutique Check In on the night of the setup of the Quilt Show. The exact time will be announced. Duplicate copies of the inventory sheets are the seller’s responsibility. All items MUST be tagged and inventoried before arrival at Check In.***
8. ***Quilts: This applies to all quilts that are FOR SALE ONLY and NOT entered in the Quilt Show.***
  - ***Quilts with pre-printed panels will be sold in the Boutique only.***
  - ***Quilts 36” x 36”in size and smaller will be sold in the Boutique. (See NOTE)***
  - ***The percentage to the seller will be 85% on all quilts sold in the Boutique and Quilt Sale.***

***NOTE: When necessary, the Boutique and Quilt Sale Coordinators can make an exception to the size of the quilt being entered into the Boutique. (Example: mini quilts, art quilts)***

9. ***All unsold items and props are to be picked up by the seller at the end of the Quilt Show.***
10. ***The seller will receive all monies due to them after the Quilt Show expenditures are determined.***
11. ***In consideration of our vendors, fabric will not be sold through the Boutique.***
12. ***The Inventory Control sheet, Guidelines and “How To” Instructions for the Boutique will be available on our website, [www.pioneerquiltersguild.org](http://www.pioneerquiltersguild.org), at meetings, and can be emailed. All forms can be copied.***

***Questions or concerns? Contact Diana Meier, Boutique Coordinator, at 408-2042 or [dmeier@lincolnxing.org](mailto:dmeier@lincolnxing.org)***