

QUILTERS' CONNECTION BOUTIQUE 2011 GUIDELINES

If you have any questions relating to the Boutique please call or email
Diana Dow, Boutique Chair ddow613@aol.com 617-823-2795

The Boutique will accept for consignment sale any hand crafted item made by current members. Pre packaged kits are acceptable, not individual pieces. Patterns you have developed are acceptable. It does not have to be fabric related: painted wooden items, jewelry, pottery, etc. whatever our members are crafting. If in doubt please call to clarify.

We would appreciate your notifying the Boutique Committee by May 1, 2011 of your intention to be a vendor. A general idea of your items would help us plan our boutique which ultimately helps the vendors in their sales. (i.e. jackets and vests, placemats, stuffed pillows). Quantities are not necessary at this time. One 3 hour volunteer shift at the show is required of all exhibiting a quilt or selling goods in the boutique. (see the show registration form to sign up)

INVENTORY

PRICING : Pricing is your decision completely. Q.C. deducts a 15 % commission from your set price. You receive 85 % of your set price.

INVENTORY SHEETS : Two identical inventory sheets are needed. (see check in and check out) Like items of the same price may be grouped together on one line.

LABELING : Each item submitted for sale must be labeled. Please try your labeling technique ahead of time, stick on labels don't stick on fabric, string tags might be better or safety pinning tags.

Each label should have :

1. Your name
2. Your price
3. Optional : a description or code of items (i.e. note cards, gift cards, baby toy.)

If you want to use anything other than your first initial and last name you must register with the boutique committee first to avoid duplicates. All labels must have the same name or initials or title. You can use anything you wish as long as we know who you are. (i.e. J. Smith or J.S.or Quiltmaker) We have many members with hyphenated names, abbreviation makes a smaller easier label but we must have consistency. We will not accept any unlabeled items.

LOST OR STOLEN ITEMS: The Quilters' Connection cannot be responsible for lost or stolen items. We will take reasonable precautions to protect all items submitted.

DISPLAY

Please consider how your items should be displayed. If they require baskets or any special props you are responsible to provide them. (i.e. wall hangings must have a casing and dowel, clothing best shown hung up will need hangers.) Please label any prop with your name and “not for sale.” You are responsible for packaging your items if they need to be protected. We will do our best to see that your items are displayed to their best advantage.

There will be a coat rack available for wearables that are hung up. All tables are provided. Any display for table top use does not need pre approval. Please consider that all tables are shared spaces and try and condense props, etc.

ALL FLOOR DISPLAYS NEED PRE APPROVAL. Please call or email so we can incorporate them into our lay out. (i.e. clothes trees, floor racks)

CHECK IN

Items for sale are accepted between 8am and 11 am on set up day. You will need two copies of your inventory sheets. We keep one copy, signed by you and the checker. Your signature shows you agree with the numbers on the sheet, and is kept for reference and for later book keeping. We plan to have enough checkers to make this a smooth delivery but please be patient.

CHECK OUT

Please bring your inventory sheet for pick up or give it to your representative who must sign for you. As soon as the show ends volunteers organize all items by vendor and review inventory sheets. Vendors are then invited to review the inventory sheets and remove their stock. We ask you to sign again showing you agree with the totals. Everyone is anxious to see how well they did and tired after a busy 4 day show (set up day counts) We especially ask for patience at this time. Too many errors occur if this process is not done carefully.

Please include a SASE so the check for your sales can be mailed to you. Only one check will be written to either your name or your business name. (SEE INVENTORY SHEETS)

Thank you for your participation. We look forward to a great Quilt Show & Boutique 2011

(January, 2011)