

## ***Pioneer Quilters' Guild Boutique Guidelines for Consignment Items***

1. "Seller" – 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 member volunteers who work the show is 90%. 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 are priced in quarter increments - \$2.25, \$4.50, \$3.75, etc. DO NOT ADD SALES TAX this will be added at the time of the sale.
7. The seller will deliver the inventory sheet and tagged items to the Boutique on the night of the setup of the Quilt Show. Duplicate copies of the inventory sheets are the seller's responsibility. All items MUST be tagged and inventoried before drop off the setup night of the Quilt Show. NOTE: Items not tagged or inventoried will not be displayed to sell.
8. Quilts: This applies to all quilts that are FOR SALE ONLY and NOT entered in the Quilt Show.
  - Quilts with preprinted panels will be sold in the Boutique only.
  - Quilts 36" x 36" in size and smaller will be sold in the Boutique. (See NOTE)
  - Tablerunners will be sold in the Boutique regardless of size.

*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 within three weeks after the Quilt Show.
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, [pioneerquiltersguild.org](http://pioneerquiltersguild.org), at meetings and can be emailed. All forms can be copied.

Questions or concerns contact Diana Meier – Boutique Coordinator 408-2042 or [dmeier@lincolnxing.org](mailto:dmeier@lincolnxing.org)