

Your Code # _____

SIERRA QUILT GUILD BOUTIQUE
Guidelines for Consignment Items

1. An inventory sheet listing every item for sale must be completed and a sale price must be shown for each item. Please see the attached sample sheet. **Please make a duplicate copy of your inventory for your records.**
2. A CODE NUMBER will be assigned to each seller for inventory and sales control purposes. The CODE NUMBER will be used to account for the sale of your items and for cash settlement purposes, so it is very important to **mark it on your tags legibly.**
3. Each item for sale must have a completed two-part, tear-away price tag attached. **NO OTHER TYPE PRICE TAG WILL BE ACCEPTED.** Please fill out **both portions** of the tag showing your assigned seller CODE NUMBER, and the price of the item. Please price your items to the nearest quarter – \$1.25, \$2.00, \$2.75, \$3.50, etc. Items without tear-away tags properly filled out cannot be accepted. **Please see attached sample below.**
4. All items donated to the Guild, other than magazines, must have a two-part tear-away tag using the CODE LETTER “G” instead of a number.
5. Merchandise for sale is to be delivered to the Boutique at the Fairgrounds on FRIDAY between 7:30 a.m. and 12:00 p.m. Your items will be checked in by a Boutique Committee member. **All items will be arranged for display by committee members.** . Our policy is to sell new and updated items. If an item has been unsold for three years, it is suggested that they not be offered for sale in the boutique again.
6. If items are delivered to the boutique in a container that you wish to retrieve after the show, **BE CERTAIN YOUR NAME IS ON THE CONTAINER, TOP & BOTTOM.** If you bring more than one container, mark them “Smith 1, Smith 2, etc.” If your name is not on the container, we cannot guarantee it will be returned to you.
7. Your unsold items are to be picked up on **Sunday between 5:00pm–6:00pm.** BOUTIQUE PERSONNEL are responsible for checking merchandise out. You will be asked to count the number of items you picked up and verify that number with the person checking out your items. NOTE: All items sold may not have been checked on the inventory sheets. Something that is “missing” may have been sold. Don’t panic! If an item is truly missing, you will be contacted within one week after the show.
8. Every effort will be made to prevent items from “walking off;” however, the Guild is not responsible for, nor will it pay for, missing or damaged items.

