

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.** All forms, as well as these instructions are available on the Guild web site at: wwwSierraQuiltGuild.com Select “Quilt Show” and scroll to the bottom of the page.
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 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. **QUILTS FOR SALE** All quilts **MUST** have a 4 inch sleeve attached for hanging.... Please, no pins. When you arrive Friday morning please check your quilts in first then proceed to the next table to check in the remainder of your sale items. We will attach the size/price forms for you... All you need to do is fill then out.
5. 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.
6. 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.
7. If items are delivered to the boutique in a container **please take the container home** with you. Unfortunately we do not have room to store additional boxes and cannot be responsible for any that have been left.

8. If you have a prop or samples to display your merchandise, you must have a sales tag with your code and item number so it can be returned to you at the end of the show. We do not accept fabric unless it is custom dyed, hand woven, or is in a kit with an original pattern.
9. 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.
10. 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.
11. Checks will be available at the October meeting. If you cannot attend this meeting your check will mailed by the Guild Treasurer after this meeting for the items sold, less the Guild’s 15% commission.

INVENTORY SHEETS

1. Make sure your **CODE NUMBER** is on **EACH PAGE** of the Inventory Sheets. **PLEASE DO NOT USE DITTO** marks in listing items.
2. List items in numerical order corresponding with the number on the price tag.

SAMPLE INVENTORY SHEET

Item #	Description of Item	Price	Received	Sold	Returned	
5-15	Red Towel	\$5.50				
5-16	Red Towel	\$5.50				
5-17	Red Towel	\$5.50				
5-18	Christmas Ornament	\$4.00				

PRICE TAGS

1. **TAKE YOUR TIME.** If we can not read your identifying code number, item number, and price, we can not match tags with the inventory lists. These tags are our only connection with the items that are sold. Please make sure the tags are legible and accurate! The bottom part is what we keep and must be able to read. **DO NOT WRITE OVER PERFORATED PART OF THE TAG.** Use safety pins to attach tags whenever possible. If it is absolutely necessary to use string be sure the string is as short as possible. Use tape only when there is no other way to attach tag. Absolutely **NO TAPE** is to be used on wooden items. Staple tags to the wood. If there is a difference between the amount shown on the tag and the amount on the inventory sheet, the amount on the tag is what is paid to seller. **MAKE SURE THAT WE CAN READ THEM.**
2. **START WITH CODE NUMBER, DASH and ITEM NUMBER.** If you have several of the same item, **EACH** item must have a **DIFFERENT NUMBER** preceded by your code number.

SAMPLE TAG

0
No <u>5-17</u>
Style <u>Red</u>
Size <u>Towel</u>
Price <u>\$5.50</u>

No <u>5-17</u>
Style <u>Red</u>
Size <u>Towel</u>
Price <u>\$5.50</u>

No. Your CODE # - (dash) Item #
Style Brief description of item
Size
Price \$5.25

BOTTOM MUST BE THE SAME AS THE TOP

WHAT TO CHARGE??

1. Please price your items to the nearest qtr– \$1.25, \$2.00, \$2.75, \$3.50, etc. The Guild takes 15% of the total price. You must multiply the amount you want for your item by .17 in order to receive the proper amount. For example: You want \$10.00 and you add 17% (\$1.70) your price will be \$11.70. Now round off to the nearest half dollar and your price will be \$11.50. When the Guild takes 15% of \$11.50 they will subtract \$1.73 and you will end up with \$9.93. If you simply add 15% you will get slightly less.

MISC:

Please notify the Boutique Chairperson if you decide you will not be able to participate so that we do not wait for you to show up or try to contact you at the check-in time. Prior to that day please call Jeanne Legg @ **209 533-4228** or Lynn Harm @ **209 533-4795**. Friday morning call Jeanne @ **770-0373**

We know these “do’s” and “don’ts” may sound petty, but we handle 3000 to 4000 items from over 60 people in a very short time. We appreciate your assistance in making this easier for us and, in the long run for you. We all want a successful event.

**REMEMBER.... HOW WELL YOU FILL OUT YOUR TAGS IS VITAL TO RECEIVING
PAYMENT FOR WHAT YOU SOLD!!**

Thank you for participating in this years boutique!!