

## BOUTIQUE CRAFTER INSTRUCTIONS

CRAFTER # \_\_\_\_\_

### ELIGIBILITY

1. Crafter sellers must be current members of the Sierra Quilt Guild.
2. Items must be handmade or hand embellished by the member.
3. Your crafter # is assigned by the Boutique
4. We ask that you volunteer at least 1 shift.

### PRICING

1. Prices must be rounded to the nearest dollar or half dollar (i.e. \$1.00 or \$1.50)
2. The Guild retains a 20% commission.

### PRICE TAGS

1. Each item submitted for sale must have a completed price tag securely attached.
2. Only 2-part price tags provided by the boutique are acceptable.
3. Tags must be sewn, tied, or safety pinned to the items.
4. No straight pins.

### FILLING OUT PRICE TAGS

1. Both upper and lower parts of the tags must be identical and printed legibly in blue or black ink.
2. Print your crafter # on the top line, followed by a hyphen and the item # (i.e. 99-1). Each item has the Crafter # and a specific Item #, matching the Inventory List.
3. Be sure all your items match your Inventory List exactly.
4. The style and size part of the tag must be completed with a short description matching inventory form.

### INVENTORY SHEETS

1. If you have more than one like item and price (i.e. 5 Aprons @ \$15 each), all will go on one item line, just add quantity.
2. Inventory lists can be filled out by hand or typed on the website form at [www.sierraquiltguild.com](http://www.sierraquiltguild.com)
3. The columns contain a sequential listing of items you are selling. Information on your inventory list should match the information on your price tags (crafter #-item #, description, and price).
4. Make copies of your lists for your records, and ***bring the original to the boutique meeting on 9/09/24***, then check-in items on 9/19/24. These will be retained by the boutique.

### INVENTORY DISPLAYS

1. You may bring displays and props to be used with your items, if discussed and approved ahead of time with the boutique chairperson, and space permitting.
2. Personal displays must be clearly labeled with your name, crafter # and phone #.
3. Merchandisers will display all items.
4. Your items may not be kept altogether. They will be arranged to look best.
5. The Guild assumes no responsibility for loss, theft or damage to personal props.

### QUILTS

1. Quilt dimensions must be written on the price tag.

### CHECK-IN AND CHECK-OUT

1. Inventory items must be delivered to the boutique in the Sierra Bldg. on 9/19/24 from 8am to 12pm.
2. Unsold items must be picked up on Saturday 9/21/24 between 5pm and 6:30pm.