



Gift Shop Rules

The goal of the Langley Quilters' Guild Gift Shop is to create a venue for high quality, clean, appealing and saleable quilt, fibre arts and related materials.

1. Langley Quilters' Guild takes a 15% commission on all items sold through the Gift Shop.
2. All **INVENTORIED** items must be new, must be specifically quilt or fibre-related and must be of a quality befitting the reputation of the Guild.
3. All items must be the property of the seller who in turn must have been a member of Langley Guild for at least 6 months.
4. All **DONATED** items (magazines, books, patterns, rulers & other notions, panels, scraps...) must be handed in to the gift shop on the setup day for the guild show.
5. The official Inventory sheets along with your completed list of items and all items for sale must be personally delivered to the show venue between 9 am and 10 am on the set-up day (Thurs) of the quilt show
6. Please make a copy of this final official inventory list for your records.
7. The Gift Shop committee reserves the right to reject items for sale.
8. All members selling items at the Gift Shop are requested to complete at least one volunteer shift at the quilt show.
9. Langley Quilters' Guild assumes no responsibility for any items damaged, lost or stolen while at the show. Items will not be covered by the Guild's insurance and it is the individual's responsibility to obtain insurance coverage if desired.
10. In the event that items have been lost, stolen or unaccounted for from the Gift Shop, you unfortunately will not be reimbursed.
11. All unsold items must be picked up between 5:15 pm and 6:00 pm on the final day of the Quilt show. If you are designating someone to pick up your items, you must notify the Gift Shop committee at check-in time in writing, with the person's name.
12. Items not claimed by the May general Guild meeting will be donated to charity.
13. Submission of the official Inventory sheets indicates acceptance of these stated rules.

DATES AND TIMES TO REMEMBER

- **Thursday "Set up day"**: All items, including the Inventory sheets, items for sale and display stands (marked with name) etc, must be delivered to the venue between 9 a.m. and 10 a.m.
- **Friday "Quilt show open to public"**. All scheduled Gift Shop volunteers should arrive 15 minutes prior to their shift to learn their job.
- **Saturday "Quilt show open to public"**. All scheduled Gift Shop volunteers should arrive 15 minutes prior to their shift to learn their job.
- **Saturday eve**: All unsold items will be checked against inventory sheets at the end of the quilt show. Unsold items and displays must be picked up between 5:15 and 6:00 pm

Payments: Cheques will be issued to participants for items sold after a financial statement has been prepared. The cheques will be issued at the May Guild meeting or by mail, in a timely manner.