

## 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 whether the seller is a member and works at the quilt show. The percentage paid to members who work the show is 90%. The percentage paid to a non-member or non-volunteer is 80%.
3. A CONTROL NUMBER will be assigned to each seller for sales control purposes. The CONTROL number will be used for the sale of each item and for cash settlement purposes. This number will be provided by the Boutique Committee, contact Diane McLaughlin for your control number.
4. Each seller will be required to complete an inventory sheet. The inventory sheet will show the CONTROL number and item number, the description of each item and the item's sales price. (see "How to Fill Out Inventory Sheets and Tags" guidelines on the website)
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 CONTROL/item number and the price of the item. If possible, attach the tag without the string (stitch or safety pin to your item, the strings get tangled).
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 night of setup for the Quilt Show. **NOTE: Items not tagged or inventoried will not be displayed to sell.** Prices cannot be changed after the items are checked in.
8. Bring a prop to display multiple similar items. Label the prop with seller's name.
9. Include a card with a description of unique items so buyers will know how it is used (i.e. steering wheel cover)
10. Quilts: This applies to all quilts that are FOR SALE ONLY and NOT entered in the Quilt Show.
  - Quilts 36" x 36" in size and smaller will be sold in the Boutique. (See NOTE)
  - Table runners 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)

11. All unsold items and props are to be picked up by the seller at the end of the Quilt Show.
12. The seller will receive all monies due to them within three weeks after the Quilt Show.
13. In consideration of our vendors, fabric will not be sold through the Boutique. Finished items only.
14. Available on our website, [pioneerquiltersguild.org](http://pioneerquiltersguild.org) you will find:
  1. Boutique Guidelines
  2. "How to Fill Out Inventory Sheets and Tags" guidelines.
  3. The Inventory Control sheet, fillable PDF document.

Questions or concerns? Unable to find what you need on the website? Contact Diane McLaughlin, Boutique Coordinator 530-386-1590 or [boutique@pioneerquiltersguild.org](mailto:boutique@pioneerquiltersguild.org)

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