

## Boutique Guidelines for the 2018 Festival of Quilts Show

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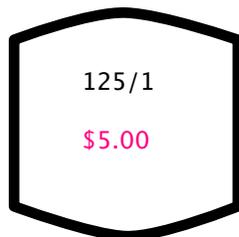
These are the guidelines for offering items for sale in our boutique during the quilt show this year. You will also find a page titled "Boutique Inventory Form" which will need to be filled out and turned in when you bring your items for sale. When you bring your items to the Shaver Center, someone will inventory your items, with you present. You may bring your items for the boutique to the Shaver Center on Wednesday, September 19 OR on Thursday morning, September 20 from 9:30 until 1:00. If you can not get your things to us during these times, you may contact one of the chairpersons to make special arrangements for your items. At the end of the quilt show, you will be able to pick up any leftover items during the pick up time for quilts. If you can not be there, please arrange to have someone else pick up your leftover items.

### Instructions for filling out the Boutique Inventory Form

1. Assign each of your items a number and enter that number under the "Item #" column. Then fill in how many of that item, then a brief description, and a selling price. You may group items, as long as they have the same selling price.
2. Please make a copy of your inventory form for your records.
3. You may choose to reduce the price of your items at any time during the quilt show. You must do that yourself, and the price change will be reflected on your inventory form by one of the chairpersons.
4. You will receive 80% of the selling price, and the guild will receive 20%. If you wish to give the guild a higher percentage, please give that information to the person who inventories your items when you bring them in. If you are willing to donate items, do not include them on your inventory sheet. When you tag these donated items, do not put your membership number on that item.

### Instructions for filling out the Price Tags

1. Every item must be tagged securely. You may use any kind of tag or sticker that you wish. Please do not put stickers directly on fabric. The boutique will not be responsible for missing price tags.
2. On the tag or sticker, write your membership number and the item number (from your Boutique Inventory Form) together at the top of the tag or sticker, and the price of the item at the bottom. It would be helpful if you would use a different color of ink for the price. If your item is used, please write "Used" in the middle of the tag above the price.



If your items require something special in order to display them, please bring that with you. Keep in mind that we have a limited number of tables for display. We will try to display items in a pleasing way, so we will appreciate your help with this.