



## QUILT SHOW BOUTIQUE/QUILT SALES INFORMATION

### FORMS AND SUPPLIES AVAILABLE

1. Boutique/Quilt Sales Information
2. Seller Inventory Form
3. Seller's Agreement
4. Price Tags with safety pin

### GENERAL INFORMATION

1. List all items on the Seller Inventory Form. Make extra copies of the form as needed.
2. Seller will price all items as desired understanding that the net proceeds (the amount you sell) will be reduced by 30% which is the amount retained by the Guild as a donation. The Guild will remit applicable sales tax.
3. Price items in whole dollar amounts in order to eliminate the need to make change (i.e., \$5.00 instead of \$4.99).
4. Forms and Price Tags will be available at Guild Meetings.

### SELLER INVENTORY FORM

1. Use the Seller Inventory Form provided by the guild to list all sale merchandise.
2. Make copies of all completed form. One copy for the boutique chair and the second copy for you to keep. Bring both copies at check-in day.
3. At check-in day, all items will be inventoried using your seller inventory form(s) with the boutique chair or boutique representative. After check-in is complete, then both the seller and boutique chair or representative sign and date the bottom of the form.
4. At the close of the Quilt Show (or check out), the Seller Inventory Forms will be used to take inventory of the unsold items. Both the seller and the boutique chair or representative will sign and date the seller inventory form. The boutique chair will retain the boutique copy of the form in order to calculate the payment to the seller.

### PRICE TAGS

1. All items must have the guild price tags which are available at guild meetings.
2. The following information must be included on the price tag:

On the front of the tag:

- Inventory Form Page Number and Item Number
- Short description of item
- Price

On the back of the tag:

- Seller's initials