

RNQG BOUTIQUE GUIDELINES (RNQG Quilt Show April 2025)

Our RNQG Quilt Show includes a “Boutique” booth, consisting of member-donated or member-consigned sewing and quilt related crafts, collectibles, and accessories for sale to the public. We’d like to strongly urge members to ‘donate’ NEW, HAND-MADE ITEMS; As always, gently used items are welcome too. With contributions from our talented and generous guild members, we can make this vibrant and eclectic part of our show a success!

DONATION AND CONSIGNMENT SALE ITEM DEFINITIONS

- **Donated** items are priced by the Boutique Chairs and 100% of the proceeds of the sale benefit the guild.
- **Consigned items** are priced by the consigning guild member (consistent with guidelines as outlined here and on the Inventory form), with **70% of the proceeds going to the guild member and 30% to RNQG.**

DONATION / CONSIGNMENT INVENTORY FORMS

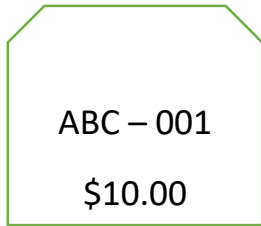
- NEW FOR 2025 SHOW – There will be separate Inventory forms for Consigned Items and Donated Items.
- A filled-out donation and/or consignment inventory form must accompany the items at drop-off to the Boutique Staff, who will review all items for sale. The forms will then be signed by both parties, confirming receipt of acceptable items and ensuring all items are properly labeled with tags designated by RNQG.
- After the show on Sunday, the member and Boutique Staff will review all (consigned and/or donated) unsold items being returned; the form will be signed again by the member acknowledging receipt of returned items.
- Beginning in mid-October the Inventory forms can be downloaded from the RNQG website, available in the guild “Boutique Box” at All About Quilts (AAQ) and will be available at monthly RNQG meetings.

SALE TAGS & STOCK NUMBERS

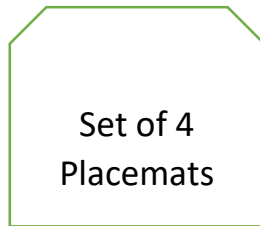
- Only tags provided/designated by the RNQG Boutique Chairpersons are acceptable sales tags to be used.
- Tags can be obtained from the “Boutique Box” at AAQ in Walpole, at in-person RNQG meetings, or purchased by you. The RNQG designated tags are Avery Strung White Marking tag (w/string attached) size: 1 ¾ x 1 3/32. Note that Avery assigns different stock numbers depending on quantity.
- All tags must be filled out with the inventory stock number, consisting of the member’s 3 initials, sequential inventory numbers, and a short description on the back of the tag (see examples of tags below).
 - **Member 3 initials:** First, Middle, last name initials - see examples for **Abigail Barbara Crunch** (ABC)
 - Inventory stock numbers for both types of Inventory Sheets (Consigned or Donated): Start your number sequence at 001 and continue in numerical order. Multiples of an item (e.g., dish towels) - use the same inventory # and indicate the count on the inventory form.
 - Description: Short description, example: ‘4 placemats sold as a set’. When selling fabric include the approximate yardage, how many fat quarters, etc...
- **Consigned items** - priced by the member. Pricing should be in integers of \$1.00, e.g. \$1, \$2, \$, 3, etc... so as to minimize dealing with coin change. Write your item’s price on the front of the tag underneath the stock #.
- **Donated items** - should not have a price, those will be priced by the Boutique Chairpersons. Please put “RNQG” (see example) on the tag front bottom (i.e., 100% of proceeds from this sale goes to RNQG).
- All items must be clearly marked prior to “drop-off” with filled in sale tags securely attached to the items.
 - Tape the string of the tag to the item for sale.
 - Safety pins may be used for soft items where tape will not stick properly. Again, safety pin the string.
 - If you bundled together fabric with string/ribbon, you can attach the sales tag string to the bundle string.

CONSIGNED ITEM TAG EXAMPLE

Front



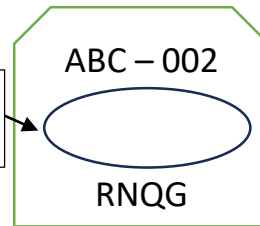
Back



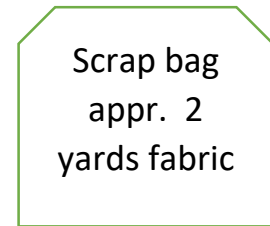
Leave this area blank. Priced by the Boutique.

DONATED ITEM TAG EXAMPLE

Front



Back



PRICING & PAYMENT

- Please be considerate when pricing items so as not to undercut our Quilt Show vendors.
- A check for 70% of the proceeds from the sale of your CONSIGNED items will be mailed directly to you by the Treasurer with the remaining 30% going to RNQG. Proceeds from the sale of DONATED items go to RNQG.

DROP OFF & PICK-UP

- All items must be dropped off in a box clearly marked with the guild member's name (& 3 Initials); The box remains at the Boutique so that your **UNSOLD** items, **donated or consigned**, can be returned to you in that box. Items not returned to you are the 5X8 Mini Quilts (they remain property of the Guild to be offered for sale at RNQG events) and magazines (all of which are donated for sale).
- You must use the RNQG Consignment and/or Donation form and use RNQG-provided/designated tags to mark all your items (except Mini Quilts and Magazines).
- **Drop-off Day:** All Consigned/Donated items are dropped off on the day before the show, Friday, April 4, 2025. Check the Quilt Show Boutique webpage at a future date for drop-off times. Other drop-off arrangements are being considered and will be announced at a future date.
- **Pick-up of ALL unsold items (donated or consigned) MUST** be done on Sunday, April 6, 2025. Check the Quilt Show Boutique webpage at a future date for pick-up times.

BOUTIQUE SALE ITEMS

- Sell items that are related in some way to either quilting or general sewing, either new or gently used.
 - Books
 - Patterns
 - Notions
 - Fabric (see considerations section)
 - Handmade items
 - Quilts
 - Wall hangings
 - Other handmade items: Baby bibs, burp cloths, etc., Fabric/Rope Bowls, Bags, etc..
- Miscellaneous items having a 'Quilting/Sewing' theme are also acceptable (e.g., a Quilt-themed puzzle, etc.).
- All items should be CLEAN, ironed if necessary, and verified to be in working order (e.g., electrical devices).
- Here are some examples of items that are acceptable and items that we likely won't accept for sale:
 - **DO**...Sell quilting and sewing-specific tools & accessories (e.g., scissors, organizer bags for your tools, quilting ruler holders, portable work lights, etc.)
 - **DO**...Sell Quilting/Sewing patterns, books and Fabric (see Fabric guidelines below).

- **DO...DONATE** magazines for sale, these will not be returned to you; no need to add to inventory sheet or use a sales tag.
- **DO...Sell YOUR HAND-MADE items** (in Pristine condition).
- ETC.
- **DON'T** ...Sell dress-making or knitting/crocheting/tatting/needlepoint/cross-stitch kits, patterns or tools/accessories exclusive to these crafts.
- **DON'T**...Sell scrap-booking items.
- **DON'T**...Sell "huge" items that are heavy (> 50 lbs.) or that won't fit into your box of sale items.

FABRIC CONSIDERATIONS (See page 5 for examples of acceptable packaging for fabric)

- All fabric must be packaged securely into a "**BUNDLE**", associated with 1 sales tag. No fabric will be cut at the Boutique, no bolts of fabric allowed.
- Per BUNDLE Minimum yardage = TOTAL of bundle pieces: ONE YARD
- Per BUNDLE Maximum yardage = TOTAL of bundle pieces: THREE YARDS
- The smallest piece of fabric in a Bundle is 1/8 Yard Width Of Fabric (WOF)...OR a Fat Quarter. Fabric pieces smaller than this belong in a "Scrap Bag Bundle".
- **Fabric SINGLE CUT YARDAGE BUNDLE (1 – 3 Yard lengths of a single cut)**
 - Package attractively and tied with a ribbon or string, even though it is only a single piece.
 - Maximum Length (of a single cut): 3 Yards
 - Minimum Length (of a single cut): 1 Yard
- **Fabric BUNDLES (multiple fabric lengths and pieces)**
 - Bundle your Fabric attractively. Tie it together w/ribbon (or an equivalent method) and clearly mark w/yardage (or sizes of pieces) on back side of the tag (front of inventory tag is for stock info and pricing).
 - Attach the tag BY THE STRING, either using the ribbon to hold it on, or safety-pin it to the fabric.
 - See recommended illustrations of 'Do's' and 'Don'ts'. Package together an attractive 'themed' selection of fabric, FOR EXAMPLE ...
 - Color Theme: e.g., Blacks, Whites, & Reds, many shades of one color, etc.
 - Subject Theme: e.g., Sea animals, florals, a particular Holiday, etc.
 - Put together a 'kit' w/a pattern & coordinating fabric
 - Bundle of coordinated fat quarters or mix with fat eighths
 - Bundle of fabric for an "I SPY" quilt
- **Fabric SCRAPS BAG BUNDLES**
 - Minimum Scrap Size: 2 ½" X 2 ½"
 - Scraps MUST BE PACKAGED IN 1 OF 2 WAYS: Quart Ziploc or Gallon Ziploc. Please don't under or over stuff the bag, we need to ensure it stays closed! We recommend the bag be approximately 80% full (See illustrations)
 - Tape the sales tag STRING to the outside of the bag; Don't put tape on the paper tag as both tag sides will need to be viewed.
- **Fabric JELLY ROLL, LAYER CAKE, HONEY BUNS, CHARM PACK "TYPE" BUNDLES**
 - Feel free to bundle fabric in this manner. They should be coordinating in some fashion and tied together attractively. Typically, these bundles have between 40-50 pieces.

DISCLOSURES

The RNQG Guild, Boutique Chairs, or other Boutique volunteers are NOT responsible for:

- Items not picked up after the show on Sunday.
- Tax, sales tax for consigned items is the responsibility of the guild member.
- Items not sold, but not returned (possibly related to loss or theft). You understand and accept, through participation in the Boutique, that RNQG will not reimburse you for any lost or stolen item.

OTHER CONSIDERATIONS

- If you would like to try to sell a quilt that is entered into the Quilt Show, the Boutique handles the actual sale. Please contact the Boutique Chairs for more info at least 4 weeks prior to the show if you plan to do this.
- This document and all other Boutique-related forms can be found on the guild website, www.RNQG.org, under the Quilt Show section > Boutique. Hardcopies will be available at RNQG meetings and AAQ..
- Copyright Infringement:
 - If using a pattern, obtain permission from the designer to 'resell' the items that you made. Often designers will grant permission if they know the sale is fully or partially for charity and proceeds going to a guild. Making the request of the designer is respecting copyright regulations.
 - Some fabrics cannot be used for resale; this disclaimer is typically printed on the fabric selvage. This is typical with sports-related fabrics but does carry over into all types of fabrics.
- Items are accepted and displayed at the discretion of the Boutique Chairpersons.
- Once your items are dropped off, prices for **CONSIGNED** items cannot be changed during the show.
- Boutique Chairpersons reserve the right to re-price any **DONATED** item during the show.
- If you cannot drop-off or pick-up at the scheduled times, it is your responsibility to find another guild member to do it for you. Please notify us (Boutique Chairs) if having another person do your drop-off/pick-up.

Examples of acceptable packaging for bundling of fabric



Do package scraps in bags at approximately 80% full. To ensure proper bag closure, don't overly stuff. Ideally coordinate the scraps, if possible.



Do coordinate bundles of larger pieces in bundles and tie with ribbon.

