RNQG BOUTIQUE GUIDELINES (RNQG Quilt Show April 2027)

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 guild member **80% of the proceeds to the member and 20% to RNQG**.
- Boutique Chairpersons reserve the right to re-price any donated item during the show.

DONATION / CONSIGNMENT INVENTORY FORMS

- A filled-out inventory form must accompany the items at drop-off to the Boutique Staff, who will review all items for sale. The form 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, April 11, 2027, **ALL donated and consigned items need to be picked up at the end of the show. Consigned items need to be checked out, Donated items will not be checked out, but require pick up**:
    - **Consigned items** will be checked out with the guild member and Boutique Check-out designee. The inventory form will be signed by both parties. A check for the sold consigned items will be mailed to the member within approximately 1 month after the show.
    - **Donated items** will be picked-up by the guild member. There will not be a check out process, the boxes the member brought their items in will be available for pick-up.
- Beginning in October the Inventory forms can be downloaded from the RNQG website, available in the guild box at All About Quilts (AAQ) and will be available at RNQG guild meetings.

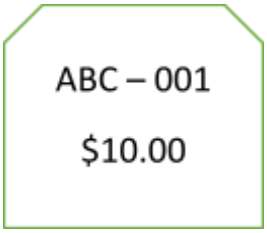
SALE TAGS & STOCK NUMBERS

- Only tags provided/designated by the RNQG Boutique Chairpersons are acceptable sales tags to be used.
- Tags can be obtained at, starting in October:
    - All About Quilts (AAQ) in Walpole
    - RNQG meetings
    - Purchased by you. The RNQG designated tags are Avery Strung White Marking tag (w/string attached) size: 1 ¾ x 1 3/32.
- 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 **A**bigail **B**arbara **C**runch (ABC)
    - **Inventory stock numbers:** Start with 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...
- **Consignment 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.
- **Donated items - should not have a price,** those will be priced by the Boutique Chairpersons. Please put "RNQG" (see example) at the tag front bottom (i.e., 100% of proceeds from this sale goes to RNQG).
- All items must be clearly marked with a sale tag securely attached to the item with the inventory stock number.

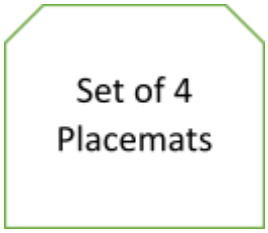
- Only tape the string of the tag to the item for sale. Ensure both sides of the tag can be seen.
- Safety pins may be used for soft items (fabric bundles, wall hangings, etc..) where tape will not stick properly. Again, safety pin the string.

CONSIGNED ITEM TAG EXAMPLE

Front

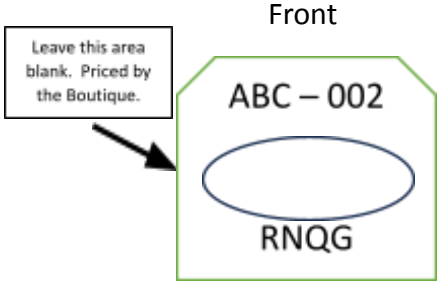


Back



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 80% of the proceeds from the sale of your CONSIGNED items will be mailed directly to you by the Treasurer, the remaining 20% going to RNQG. Proceeds from the sale of your 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 3 initials used on the form; no bags! 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 inventory form and use RNQG-provided/designated tags to mark all your items (except Mini Quilts and Magazines).
- **Drop-off Days:** Early drop-off will be available during the month of March, Items cannot be dropped off on the day before the show. Speak to Boutique Chairs if drop off becomes an issue, we will work with you on a solution. Once dropped off you cannot add to your items. Check the Quilt Show Boutique webpage for drop off information starting in January 2027.
- **Pick-up of ALL unsold items (donated or consigned) MUST** be done on Sunday, April 11, 2027 (time is TBD). After pick-up you can decide if you would like to donate 2 items back to the guild, Fabric (for charity quilts) and Books (which will go to the New England Museum), possible other items will be defined at a later date. Locate the designated collection area to drop these items off if you wish to donate them to the guild.

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, luggage tags, baby bibs, rope bowls, bags, pouches, 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 and books.
  - **DO**…**DONATE magazines** (last 5 years) for sale, these will not be returned to you and no need to add to the inventory sheet.
  - **DO**…Sell YOUR **HAND-MADE items** (in Pristine condition).

- **DON'T** …Sell dressmaking or knitting/crocheting/tatting/needlepoint/cross-stitch kits, patterns or tools/accessories exclusive to these crafts. Exclude scrap-booking items.

FABRIC CONSIDERATIONS (see last page for suggested packaging examples)

- All fabric must be packaged securely into a "BUNDLE", associated with 1 sales tag. No fabric will be cut at the Boutique, unless selling the entire bolt.
- Per BUNDLE Minimum yardage = TOTAL of bundle pieces: ONE YARD
- 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 Bundles" (see below).
- **Fabric SINGLE CUT YARDAGE BUNDLE**
  - Package attractively and tied with a ribbon, scrap of fabric or string, even though it is only a single piece.
  - 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) and clearly mark w/yardage (or sizes of pieces) on the back side of the tag. Please do not use ziplock bags for packaging, as those are used for scraps only.
  - 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 viewable.
- **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 are selling a quilt that is hanging in the show, the Boutique handles the sales ONLY, When you register your quilt for the show follow those instructions for selling. Boutique personnel will be made aware of your quilt for sale.

- 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.
- 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

Why are they packaged this way:

1. It's attractive
2. Keeps all components together shouldn't fall apart after being handled over and over and can be easily seen and touched by potential buyers

** Get creative when creating the bundles, try a type of layer cake or charm pack, jelly rolls, etc… **

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





Do package single cut yardage into a tied bundle. Don't tape string to fabric it will fall off, instead tie around the ribbon, or safety pin the string.

Do coordinate bundles of larger pieces in unique collections and tie with ribbon, get creative.





