

Fine Art of Fiber November 7 - 9 2008  
Guidelines for Boutique, Art to Wear and Quilt Sales  
Please Read Carefully

The following guidelines have been developed so that our Boutique, Art to Wear and Quilt Sale can run efficiently and profitably for everyone. Payment will be from receipts only. The guilds will not be responsible for loss, damage or theft. We do not charge sales tax. For those who must report sales tax, please include it in your pricing. You will receive 75% of your sales, the Botanic Garden will receive 10% and your guild(s) will receive 15%. The added 5% will help to defray the costs of offering credit card use.

**Boutique Chairs: Pat Rued, 1660 Deerfield Rd., Deerfield Il 60015, 847-267-1407**

**Nell Thorpe, 1413 Oakwood, Highland Park, Il 60035, 847-432-4498**

**Katie Jackson, 3133 W. Leland Ave #2, Chicago, Il. 60625, 773-588-3775**

*Rules of participation:*

1. You must be a guild member (IQI or NSNG).
2. Items for sale must be the "work" of a member. Kits assembled by you are welcome. Fabrics for sale must be hand-dyed, screen printed, etc. We do not accept commercial items for resale.
3. Boutique vendors must use the required perforated FAOF tags. One of these tags must be securely attached to each item entered.
4. Each tag will have the following information printed clearly on both portions:
  - A. Your guild initial (I for IQI, N for NSNG or IN for both), followed by your three initials, followed by the inventory number on the first line (e.g. I-RJE-1 or I-RJE-2).
  - B. A brief description of the item on the Style line. If needed, attach a separate tag with such information as fabric content and cleaning care that will remain on the purchased item.
  - C. Price –**To facilitate data entry we can only accept items that are priced at \$4.00 or more. If you feel you have items that must be priced lower they can be sold in groups and tagged as one item.**
5. Each item must be tagged as described above in order to be accepted. You may attach your business card to your items, but you will still need the required FAOF tag on each item. Because using these required tags is essential to the final bookkeeping, items without them cannot be accepted. Tags can be mailed to you. Just call Katie to request them. They will also be available at the guilds meetings.
6. **Entry forms** must be completed, signed and received by the required date in order to participate.

**Inventory sheets** must be done in **triplicate**. You must bring **two** copies of all inventory forms to check in. In addition, you should keep the **third copy** for your records. Inventory items must be listed in ascending numerical order. While each boutique item must have an individual price tag you may repeat the same inventory number on identical items and list that number only once on the inventory sheet. Follow the directions on the inventory form.

**Display vehicles/items** are welcome. Baskets do well for groupings. If you want your wall hanging to be hung, it must be prepared for hanging. Wearable need to be on hangers. Plastic hangers are inexpensive and look much better than wire.

**Work guidelines:** If you place something in the Boutique/Art to Wear/Quilt Sales, you must work a **minimum of two shifts**. We ask you to arrive 15 minutes before beginning for placement instructions. Our

shifts do not include lunch or breaks so please plan accordingly. Please note these are Boutique/Art to Wear/Quilt Sales obligations and do not include any other time you give as a volunteer at the show. If you cannot work a shift, arrange for a substitute to fulfill the requirement and acknowledge their name with yours on the sign up sheet

**Check in** will be Wednesday evening from 6:00 to 8:00 and Thursday morning, November 6th from 8:30a.m. until noon. Check out will be Sunday, November 9<sup>th</sup>, no earlier than 5:15 p.m. This is a separate check-in and check-out from the rest of the show.

**Only items that meet the above guidelines will be accepted. Thanks for your cooperation! Please call if you have questions or need price tags mailed to you.**