

Fine Art of Fiber November 3 – 6, 2011
Guidelines for Boutique, Art to Wear and Quilt Sales
Please Read Carefully

The following guidelines have been developed so that our Boutique and Quilt Sale can run efficiently and profitably for everyone. Payment will be from receipts only and cashiers will collect all sales taxes at the time of sale. The guilds will not be responsible for loss, damage or theft. 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 payment.

**Boutique Contact: Pat Rued, 1660 Deerfield Rd., Deerfield IL 60015,
prued@aol.com, 847-267-1407**

Rules of participation:

1. You must be an **active guild member** (IQI or NSNG) at the time you submit your entry.
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 must have the following information **printed clearly and neatly** on both portions:
 - A. Your **assigned** identification code, followed by the inventory number on the first line (e.g. XXX-1). Note: an identification code will be assigned to you (we will no longer use initials).
 - 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 \$5.00 or more. If you feel you have items that must be priced lower, they can be sold in groups, tagged and sold as one item. For example, '2 for \$6.00 or \$5.00 each'. Please be clear as to pricing on the tag.**
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. Using the required tags is essential to the final bookkeeping, **items without them cannot be accepted.** Tags will be available at guild meetings beginning in September. We can mail tags to you as well. Just contact Pat to request them.
6. **Application forms** must be completed, signed and received by the required date (September 12) in order to participate. The number of people that can participate is limited by space, and the space will be assigned first come/first served. We will let you know by September 23 if you are accepted.

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. Follow the directions on the inventory form.

Display items are welcome. Baskets do well for groupings. If you want your wall hanging to be hung, it must be prepared for hanging. Wearables need to be on hangers. Please use plastic hangers as they look much better than wire. Our limited space is shared by 60 vendors. Items or displays that are too large or visually distracting may not be accepted unless modified. All display items are accepted at the discretion of the boutique chairs.

Work guidelines: If you place something in the Boutique and Quilt Sales, you must work **one 3½ hour shift**. Work shifts are assigned; please let us know when you can **not** work. We ask you to arrive 15 minutes before beginning for instructions. Our shifts do not include lunch or breaks so please plan accordingly. Please note these are Boutique and Quilt Sales obligations and do not include any other time you give as a volunteer at the show. You will be assigned to work as a cashier, bagger or floor person. Please indicate on your entry form if you have worked as a cashier at a previous show.

Check in will be Wednesday, November 2nd from 6:00pm to 8:00pm and Thursday morning, November 3rd from 8:30am until noon. Check out/clean up will be Sunday, November 6th, 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!