

## **Sew Magic! Guidelines for Selling in the Guild Boutique**

### **Boutique Co-ordinators:**

Set up and display – Val Gullekson ([vgully@telus.net](mailto:vgully@telus.net))  
- Darla Stipanovich ([dstipanovich@vianet.ca](mailto:dstipanovich@vianet.ca))

Price tags & inventory – Donna Vaesen ([donnavaesens@shaw.ca](mailto:donnavaesens@shaw.ca))

### **Price Tags & Inventory Sheets:**

-If you plan to be a boutique vendor please register with one of the co-ordinators by Oct. 6

-Inventory template included with these instructions and on the WQG website. Please make copies as needed. Two copies of each list stay with the guild and you can make a third copy of each for yourself if you wish.

-Please use Westshore Quilters' Guild price tags which are available at the volunteer sign-up table at the July, August and September Guild meetings. The template is also available on the WQG website for you to print your own price tags on cardstock if you wish.

-Every sale item must be listed separately on the inventory sheet, together with the number you have assigned it and the price. Prices may not be changed during the show.

-ALL items for sale must be either hanging in the show or displayed in the boutique.

-ALL items for sale in either the show or the boutique must have a price tag and be listed on an inventory sheet at the boutique.

-Securely fasten (no straight pins) a numbered price tag to each item.

-If selling a quilt, the size in inches should be on the price tag. It also helps to have a photo attached so the whole pattern can be quickly viewed.

### **Checking In Sale Items:**

-Check-in is Thursday, October 12 from noon to 3:00pm. If you have more than 100 items for sale it would be helpful if you could arrange a pre-check-in with one of the co-ordinators. The check-in crew will ensure the number and price of each item matches the number and price on the inventory sheet. You cannot check-in your own items.

-Please ensure that all boxes, bags, baskets and display items are clearly identified with your name. Table runners should be pinned to coat hangers for display purposes.

### **Volunteers:**

-Unless excused for other duties, all members selling items in the boutique are required to work a shift in the store on one show day. This is in addition to whatever shifts you may have signed up for in the main show area. You may, of course, work more if possible. Three volunteers are needed in the store for each shift during the show. Volunteers are also needed to intake, set-up, take down and check out. Please sign up at the July, August and September Guild meetings.

## Picking Up Unsold Items:

-Pick up is Saturday, October 14<sup>th</sup>, 2023 after the close of the show. Please do not pack up your items before the official end of the show as this gives a bad impression to the customers and is unfair to our merchant vendors who are still trying to make sales.

-The check-out crew will deal with your inventory sheets and release unsold items to the person named on your inventory sheet.

-Payment for items sold is calculated after the close of the quilt show. Payment will be made by cheque which can be picked up at the next guild meeting or mailed directly to you. If you wish to have your cheque mailed to you then you must include a self-addressed stamped envelope with your inventory sheet when you check in.

## Pricing Items:

-Items should be priced in increments of 25 cents; 50 cent increments are preferable.

-Sellers are responsible for GST/PST (if registered) on their own sales. The WQG does not collect or remit sales tax on behalf of its members.

-The Guild retains a 10% commission on all sales transactions.

-Please be fair to yourself and others when pricing your items. We need to value our time and workmanship if we want the buying public to value us. The following are suggested (not mandatory) guidelines for pricing:

-Aprons	\$20 - \$35
-Small items and decorations	\$ 4 - \$10
-Placemats (set of 4)	\$30 - \$40
-Potholders (2) and oven mitts	\$12 - \$22
-Tea cozies	\$20 - \$35
-Tote bags and purses	\$25 - \$60
-Wall hangings	\$25 - \$100++
-Quilts:	
Baby	\$ 50 - \$100
Lap	\$150 - \$250
Med (double)	\$300 - \$500
Large (queen/king)	\$400 - \$800

-A good formula to consider when pricing items is:

    Multiply the width times the length in inches to get a square inch size. Multiply this number by 5 cents to arrive at a reasonable starting price.

-Price will also be influenced by the intricacy of the piecing, quilting and embellishing.