

HELENA QUILT GUILD

BOUTIQUE SELLER INSTRUCTIONS

1. Boutique items will be treated with care. However, the Helena Quilter's Guild and the Helena Civic Center are not responsible for lost, damaged, or stolen items. No legal responsibility is assumed.
2. Each seller is assigned an account number to identify their items and given an inventory sheet and price tags.
3. Enter each item for sale on the Boutique Inventory List. Each item is listed separately, for example, 5 potholders must each be listed separately with their own item number, ex. 1-5.
4. A matching price tag with an account number, item number, description, and price is attached to each item sold. Price should be in quarter increments.
5. The seller and the guild each retain a copy of the seller's inventory.
6. Once items have been accepted by the Guild, sellers are not allowed to barter, trade, or give away items. This should be done after the Quilt Show as it interferes with the bookkeeping process.
7. The seller is responsible for bringing the items to the Quilt Show and for picking up their unsold items after the show.
8. Payouts to sellers will be mailed out within about a week after the show to allow for tallying and preparation of a list of account totals to be given to the Treasurer for payout checks.
9. Items for Boutique need to be brought to the Civic Center on Thursday, September 8th.

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Item # _____

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Price \$ _____
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