

Fine Art of Fiber November 1 – 4, 2018
Guidelines for IQI and NSNG Boutique and Quilt Sales
Please Read Carefully

The following guidelines have been developed so that our Boutique 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%.

Boutique Contacts: **Pat Rued, NSNG, prued@aol.com, 847-267-1407**
Roberta Levin, IQI, rlevin2000@aol.com, 847-924-7495

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. Each tag must have the following information **printed clearly and neatly** on both portions. Please refer to the sample on the FAOF website.
 - A. Your **assigned** identification code on the first line.
 - B. Your **inventory** number on the second line (style line).
 - C. A very basic description of the item and size, if needed, on the third line (size line). If needed, attach a separate tag with such information as fabric content and care instructions that will remain on the purchased item.
 - D. Price – We will only accept items that are priced at \$5.00 or more. If you feel you have items that must be priced lower, several can be packaged together, tagged and sold as one item. Regardless of price items sold together must be tagged as one item.
4. 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.
5. **Application forms** must be completed, signed and received by the required date (Sept 12, 2018) in order to participate. The number of people that can participate will be assigned on a first come/first served basis. We will let you know by the end of September 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. 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 **at least one 3½ hour shift (more time if needed)**. Work shifts are assigned. On the entry form please let us know when you **cannot** work. We ask you to arrive 15 minutes before beginning for instructions. Our shifts do not include lunch or breaks so please plan accordingly. These are exclusively Boutique and Quilt sales obligations and are in addition to your volunteer responsibilities in the exhibit and/or time you spend with your own work. We will coordinate with any Fashion Show obligation. You will be assigned to work as a cashier, bagger, tagger or floor person.

***** NEW SET-UP TIME: Wednesday ONLY, Oct 31 from 2pm - 8:00pm *****

Tear-down/clean-up is Sunday, Nov 4, no earlier than 5:15 p.m. This is a separate set-up/tear-down from the rest of the show.

Failure to meet the obligations listed above or to work cooperatively with others will make you ineligible for future shows.