

Fine Art of Fiber November 7 – 10, 2019
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, textileheaven@gmail.com, 847-924-7495 (text or call)

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 made by the member. Kits assembled by you are welcome. Fabrics for sale must be hand-dyed, screen printed, etc. We do not accept commercial or mass-produced 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. Computer labels are acceptable but do not cover the perforation. 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). Must match the number on your inventory sheet.
 - C. A very basic (one to three words, maximum) 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.
4. 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, multiples must be packaged together with one tag and one price. In this case, for clarity, indicate that this is a set of 2 or 3 (or whatever number) items 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.
5. **Application forms** must be completed, signed and received by the required date (Sept 12, 2019) in order to participate. If there are more applications than available spaces acceptance will be based on the date of your entry and the number of applicants in your media. 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 for table and floor space are welcome. Because our space is limited display items 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. Please include a description of your props and display items on the back of the entry form.

Work guidelines: to place something in the Boutique and Quilt Sales, you will be assigned **one 3¾ hour shift** (includes training time), but we **may assign another shift if needed**. More information is on the application form. Our shifts do not include lunch or breaks so plan accordingly. These are exclusively Boutique and Quilt sales obligations and are in addition to your responsibilities in the exhibit and/or time you spend with your own work. We will coordinate with any Fashion Show volunteering. You will be assigned to work as a cashier, bagger/tagger, floor person or other position.

***** SET-UP TIME: Wednesday ONLY, Nov 6 from 2pm - 8:00pm *****

Boutique tear-down/clean-up is Sunday, no earlier than 5:15 p.m. Although it is not an assigned shift (unless you have been assigned to work a split Thursday night/Sunday tear-down shift) everyone's help with final clean up is appreciated.

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