

Fine Art of Fiber 2023

Boutique and Quilt Sales Application Form

Includes turning table and boutique quilts

Entry Deadline (received): September 12, 2023

Show Dates: November 3-5, 2023

***** NEW SET-UP TIME: WEDNESDAY ONLY, 11/1 - 2PM – 6PM *****

Mail or give to: Ronna Leibach, 335 Willow Parkway, Buffalo Grove, IL 60089

Questions - bows23@gmail.com or call 847-308-0975

Artist's name and Business name (if applicable)

Address

City

State

Zip Code

Phone (cell)

(other)

(e-mail)

Optional: We will have a directory of artists. Please list the website or contact information you would like included in the directory: _____

The IRS requires that we collect tax numbers and report sales. If you submitted at W-9 last year, and the information has not changed, we do not need an updated one. A W-9 is available online and should be included with your application if needed.

Please read the Boutique Guidelines for updated requirements.

On the second page of this form, please describe and list the approximate number of items that you will be selling. Description, including sizes, of display props. We will be very limited in the number of risers and props available, so consider bringing your own. Please be specific. Items that are too large or visually distracting may have to be modified. If you have physical limitations, please describe any special requests that you might have.

Volunteer times will be assigned, and will include at least one 3 ¾ hour shift, more if needed. Please list the days, times that you are available. Shifts are on Wednesday set up, Friday, Saturday and Sunday.

This application does not guarantee that you will be accepted into the Boutique. The Boutique chairs reserve the right to deny entry to anyone who fails to meet the obligations listed in the Boutique Guidelines. Space is limited. You will be notified by the end of September if you have been accepted. Your boutique ID and inventory requirements will be included in the acceptance document. You may only use standardized FAOF price tags.

WAIVER: Every reasonable precaution will be taken to safeguard art works while at the Fine Art of Fiber. The Illinois Quilter's Guild, North Suburban NeedleArts Guild, and the Chicago Botanic Garden, its staff and volunteers are not responsible for accidental loss, damage of any kind, and/or theft. Payment will be from receipts only. Sign below to indicate that you have read and understand the above rules and the rules listed in the Boutique Guidelines document. Please remember that you may only use standardized FAOF price tags; IDs will be assigned.

Artist's Signature, Date

Member: IQI _____ NSNG _____ Both _____

Inventory Sheets for bar code tags:

An excel spreadsheet of your inventory will be required for tag purposes. Please let us know the following:

I can fill out, save and email an Microsoft excel spreadsheet: Yes_____ No_____

I need help filling out the excel spreadsheet: Yes_____ No_____

I need smaller tags for my items: Yes_____ No_____

Inventories will need to be filled out by Wednesday, October 4, 2023 so there is time to process and print the bar codes.

Volunteer times:

Please let us know your volunteer preferences:

Set up: Wednesday, Nov 1 _____

**Friday, Nov. 3 – Morning 9:45-1:30, Middle shift 11-2 pm, Afternoon 1:15-5 pm
(Note – the middle shift is shorter, so we might assign these volunteers another short shift)_____**

**Saturday, Nov. 4 - Morning 9:45-1:30, Middle shift 11-2 pm, Afternoon 1:15-5 pm
(Note – the middle shift is shorter, so we might assign these volunteers another short shift)_____**

**Sunday, November 5 - Morning 9:45-1:30, Middle shift 11-2 pm, Afternoon 1:15-5 pm
(Note – the middle shift is shorter, so we might assign these volunteers another short shift)_____**

Inventory:

Please describe the number and type of items you will be bringing.

What table set ups are requested? Please note that the props are limited and we request you bring your own.

My item that I will donate to the Silent Auction is: