

**Fine Art of Fiber November 1-3, 2024**  
**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%. New guidelines are highlighted in yellow.

**Boutique Contacts: Pat Rued, NSNG, [prued@aol.com](mailto:prued@aol.com), 847-267-1407**  
**Ronna Leibach, NSNG, [bows23@gmail.com](mailto:bows23@gmail.com), 847-308-0975**

**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 FAOF tags. One of these tags must be securely attached to each item entered. We will provide tags and printed bar codes to put on tags. Inventory must be turned in by **October 1**. A sample of the new tags will be provided. Each item for sale must be tagged to insure it will be credited to you.
4. **Price – We will only accept items that are priced at \$10.00 or more. Please price your items carefully, considering the time it takes to make items and the cost of supplies.**
5. It is required to provide fabric care instructions for wearables or washable items. You can put this on each item, or provide a sheet of instructions available on your table.
6. **Application forms** must be completed, signed and received by September 3, 2024 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 mid September if you are accepted.
7. **We encourage you to apply even if you have 10 items or less for sale. We can set up shared table space.**
8. **We encourage you to donate an item to the Silent Auction.**

**Inventory sheets** will be done on an excel spreadsheet. You must email a Microsoft Excel Format inventory to Ronna Leibach at [bows23@gmail.com](mailto:bows23@gmail.com) no later than October 1 We will send guidelines for your inventory upon acceptance. Please let us know if you will need help using the spreadsheet.

**Display equipment 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 pieces are accepted at the discretion of the boutique chairs. Please include a detailed description of your props and display items on the entry form. Items provided by the boutique or the Chicago Botanic Gardens are limited. **Please plan on bringing your own necessary props.**

**Work guidelines:** As a requirement for selling in the Boutique and Quilt Sales, you will be assigned **one 3-3/4 hour shift** (includes training time), but we **may assign another 2 hour shift if needed**. More information is on the application form. These shifts will be assigned shortly after acceptance.

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. **Please plan on being at your assignment without distractions for the volunteer period, including a limit to phone use and craft time.** We will coordinate with other volunteering. You will be assigned to work as a cashier, bagger/tagger, floor person or other position.

**\*\*\* SET-UP TIME: Wednesday, October 30 ONLY, from 2:00pm - 6:00pm \*\*\*.**

Boutique tear-down/clean-up is Sunday, no earlier than 5:00 p.m. Although it is not an assigned 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.**

