

DOQ Boutique Instructions

October 4-6, 2024

Location: Mebane Arts and Community Center

Items to sell: Any handmade fiber and textile item may be sold or donated in the Boutique by individuals who have been a DOQ member since **April 2024**. Members may submit as many items as desired. The items will be displayed throughout the show.

Sellers' Responsibilities:

- Contact the boutique chairperson to let them know you will be participating and get your seller ID.
- Members placing items for sale are expected to work 2 shifts at the boutique. Shifts will be 3-4 hours depending on the number of participants.
- Complete a "Consigner Inventory List" of all items to be sold (available on the DOQ website and in-person guild meetings). The dimensions of quilted projects should be included on the inventory list to assist with the boutique setup.
- Prepare your items. See instructions below.
- Pack your inventory in a moisture proof container that is labeled with your name and boutique ID number and attach a copy of your "Consigner Inventory List".
- Bring your items and any special display racks to the quilt drop off on **Monday, September 30, 2024**. Please make sure that any display racks have your contact information firmly attached.
- Pick up any unsold inventory after the show's closing and quilt take down. If you are unable to pick up your items limited special arrangements may be made by contacting the boutique chairperson.

Boutique Volunteers' Responsibilities:

- After an item is sold, its tag will be securely attached to the seller's boutique sheet daily.
- All tags and the total sales check will be mailed or given out at the monthly meeting after the boutique account is reconciled.
- ***The member acknowledges that the boutiques volunteers will take great care to make sure that all the inventories are correctly accounted for during sales times but cannot be responsible for any loss or damage beyond our control during the show.***

Item Preparation:

- Add a hanging sleeve to appropriate items, such as, wall hangings. We will have a limited number of hanging clips available to display lap/bed quilts.
- It is recommended that you do NOT add a permanent label with your name on your item(s) for safety – we do not know who will be buying them.
- Price your items. **The selling price is what you decide + 25%** (DOQ portion of the sale). If you decide to donate your boutique sales, you don't need to include the 25%.
- Attach a white price tag with strings to each item using a small safety pin. Include the following information on the tag.
- On the FRONT of each item's tag provide:
 1. The selling price.
 2. Your first and last name initials and the boutique number you are assigned by the boutique committee. For example, Mary Brown might be MB-14.
If you are donating the item add a D after your number, for example MB-14-D
- On the BACK of each item's tag you may write a description of the item to assist in your inventory count at the end of the show. The DOQ boutique volunteers will not be responsible to count the seller's inventory list at the show's closing.

For further questions, please contact the boutique chairperson, Cynthia L. and specify Boutique in the subject line (see the DOQ Directory for contact information).