

# DOQ Boutique Instructions

**Location:** Mebane Arts and Community Center

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

## **Sellers' Responsibilities:**

- 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.
- Prepare your items. See instructions below.
- Complete a "Consigner Inventory List" of all items to be sold at the Boutique. The inventory sheets will be 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.
- 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 27, 2026**. 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:**

- 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 string 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, Cynthia Latta might be CL-64.  
If you are donating the item add a D after your number, for example CL-64-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 Latta via email at [cynthia.latta54@gmail.com](mailto:cynthia.latta54@gmail.com) and specify **Boutique** in the subject line. You may also contact by phone at 919-451-0406