

Sew Magic! Guidelines for Selling in the Guild Boutique

Boutique Co-ordinators:

Set up and display – Cathy Newman (cousincathy.newman@gmail.com)

Price tags & inventory – Donna Vaesen (donnavaesenshaw.ca)

Price Tags & Inventory Sheets:

-Inventory template is included with these instructions and on the WQG website. Please make copies as needed. One copy stays with the guild and you can make a second copy for yourself if you wish.

-Please use Westshore Quilters' Guild price tags which are available at the volunteer sign-up table at Guild meetings for three months prior to the sale. The template is also available on the WQG website for you to print your own price tags on cardstock if you wish. Please use sewing machine to perforate self-made price tags. Bottom half must tear off easily when item is sold.

-ALL items for sale must be either hanging in the show or displayed in the boutique.

-Every sale item in the boutique must be listed separately on the inventory sheet, together with the number you have assigned it and the price. Prices may not be changed during the show.

-Securely fasten (no straight pins) a numbered price tag to each item.

-If selling a quilt, the size in inches should be on the price tag. It also helps to have a photo attached so the whole pattern can be quickly viewed.

-Items for sale in the show will be inventoried and tagged by the registration committee. Payment will be handled in the boutique.

Checking In Sale Items:

-Check-in is Thursday morning (same time as check-in for quilts). If you have more than 100 items for sale it would be helpful if you could arrange a pre-check-in with one of the co-ordinators. The check-in crew will ensure the number and price of each item matches the number and price on your inventory sheet. You cannot check-in your own items.

-Please ensure that all boxes, bags, baskets, hangers and display items are clearly identified with your name. Table runners and similar items should be pinned to coat hangers (one item per hanger) for display purposes.

-Include a self-addressed stamped envelope for cheque payment when all accounts are settled. Cheques may be ready at the first Guild meeting after the show.

Volunteers:

-Unless excused for other duties, all members selling items in the boutique are required to work at least one shift in the store on one show day. This is in addition to whatever shifts you may have signed up for in the main show area. You may, of course, work more if possible. Three volunteers are needed in the store for each shift during the show. Volunteers are also needed to intake, set-up, take down and check out. Please sign up at Guild meetings for three months prior to the show..

Picking Up Unsold Items:

-Pick up is Saturday after the close of the show. Please do not pack up your items before the official end of the show as this gives a bad impression to the customers and is unfair to our merchant vendors who are still trying to make sales.

-The check-out crew will deal with your inventory sheets and release unsold items to the person named on your inventory sheet.

Pricing Items:

- Items should be priced in increments of 25 cents; 50 cent increments are preferable.
- Sellers are responsible for GST/PST (if registered) on their own sales. The WQG does not collect or remit sales tax on behalf of its members.
- The Guild retains a 15% commission on all sales transactions.
- Please be fair to yourself and others when pricing your items. We need to value our time and workmanship if we want the buying public to value us. The following are suggested (not mandatory) guidelines for pricing:

-Aprons	\$20 - \$35
-Small items and decorations	\$ 4 - \$10
-Placemats (set of 4)	\$30 - \$40
-Potholders (2) and oven mitts	\$12 - \$22
-Tea cozies	\$20 - \$35
-Tote bags and purses	\$25 - \$60
-Wall hangings	\$25 - \$100++
-Quilts:	
Baby	\$ 50 - \$100
Lap	\$150 - \$250
Med (double)	\$300 - \$500
Large (queen/king)	\$400 - \$800

- A good formula to consider when pricing items is:

Multiply the width times the length in inches to get a square inch size. Multiply this number by 5 cents to arrive at a reasonable starting price.

- Price will also be influenced by the intricacy of the piecing, quilting and embellishing.