



Boise Basin Quilters' 2024 Quilt Show September 27 & 28 Gift Garden Guidelines

- All participants are required to work a 3-hour volunteer shift at the Quilt Show Gift Garden or pay a higher (15%) commission to the Guild. Please sign up for your slot with the Quilt Show Volunteer Coordinator. (The additional percentage may be waived for consignors who work elsewhere at the show provided arrangements are made with the Gift Garden Manager in advance.)
 - Please arrive 10 minutes before the start of your shift wearing your name tag (available from the Volunteer table).
- Anyone can sell items. The entry fee for BBQ members is \$15; guest guild members \$25; non-members \$35. In addition a 12% commission on all sales over \$100 is held for those who work a required shift; the commission for those who do not work a shift is 15%. Keep the fees and Guild commission in mind when pricing your items.
- BBQ reserves the rights to limit vendors in the quantity of items they can enter into the Gift Garden. If a vendor has more than 3 pages of items, they should contact the Gift Garden Manager prior to **September 26**.
- Sale items must be finished, handmade, and in condition befitting the reputation of the Guild.
- **The Guild collects sales tax. Keep this in mind when pricing your items.**
- BBQ accepts no responsibility for any items lost, stolen, or damaged. Items are not covered by any Guild insurance. Every year there are stolen, lost, or unaccounted for items; and while this has not been a significant problem, there is the possibility that one of the items that disappears or is damaged could be yours.
- Submission of items for sale indicates acceptance of these guidelines.

Important Dates

Drop-off: Thursday, September 26, 2024

- All items for sale must be dropped off **between 10:00 AM and 6:00 PM** at the Expo Building along with your signed Gift Garden Agreement, and signed Vendor Inventory Form. **NO EXCEPTIONS!**
- Please remember to take your boxes home with you or stow them under a table with your name clearly marked. We cannot be responsible for your boxes or plastic totes.

Pick-up: Saturday, September 28, 2024

- Unsold items must be picked up **between 6:30 and 7:00 PM**. Please be patient and wait until your items have been checked out by a volunteer. This helps with the accounting. We do our best to be organized and quick but it does take time because we want to do it right.
- If someone else will be collecting your things please let us know on Friday when you drop off your items. If items are not picked up they will be donated to BBQ for Community Outreach projects, the Idaho Youth Ranch, or the ReUse Market.

Instructions for Completing Vendor Form

- **Items not properly listed on the Vendor Inventory Form will not be accepted for sale.**
- Your **Vendor #** will be assigned by **Gift Garden Manager** upon your commitment to participate.
- For each inventory item: enter **Item Code**, **Item Description**, **Size**, item quantity (**Qty In**), and unit price (**Price Each**).
 - Assign an inventory code to each of your items and enter it in the **Item Code** box. This simplifies checking your items in and out. Do not use a code that could easily be confused with the item's price. Consider using your vendor number followed by a letter for your inventory code – for vendor #2, for example, a code might be 2AB.
 - Enter a brief description in the **Item Description** box.
 - Enter measurement of anything larger than 36"x36" in the **Size** box.
- Add pages as needed – put your vendor number on each page! Please keep a copy of your inventory sheet for yourself! And bring it with you when you to check out your items.
- **Please be sure that the tags you use on your items are secure.** Include your vendor number, the item's inventory code, and the price. **Please use your best penmanship so that the information on the tag is clear** – we want to charge the correct price for your item and assign the sale to the right vendor!

Payments for Goods Sold

- Checks for items sold will be issued after a financial statement has been prepared. Checks are mailed to the participants; and while we try to do this in a timely manner, please allow 2-3 weeks.

Questions: contact Jami Herndon, Gift Garden Manager, quiltedsky@hotmail.com