

Loomis Quilt and Fiber Guild 2024 Boutique

PARTICIPANT AGREEMENT

To participate in the 2024 “Down the Rabbit Hole” boutique, please complete the following forms:

- Participant Agreement
- Inventory sheet(s) of items to be sold
- Tag for each item
- Claim check

Participant agrees to receive 80% of the proceeds of total items sold with the remaining 20% going to the Loomis Quilt and Fiber Guild (LQFG). Taxes will be paid by the LQFG from the 20% guild portion.

Sale item(s) should be dropped off at the Quilt show venue on Thursday, April 18, 2024 between 2:00 and 5:00 p.m. Please bring completed forms (inventory sheet(s), tags (attached to each item), and signed agreement).

The Inventory Sheet that you turn in will act as your Claim Ticket.

Any unsold items must be picked up by Saturday, April 20 between 4:00 – 5:00pm. It is the responsibility of each participant to pick up any unsold items. Any unsold items not picked up will be donated.

Participants may choose to donate 100% of proceeds of their sale items to LQFG (to be indicated on inventory sheet).

Participant proceeds will be disbursed by treasurer after quilt show monies have been reconciled.

Print Name _____

Signature _____

Membership # _____

Loomis Quilt and Fiber Guild Boutique

Inventory Sheet, Tag, and Claim Ticket Instructions

All items to be sold at the Boutique Must be listed separately and numbered on your inventory sheet. The Inventory Sheets will be turned in when you deliver your items for sale at the Boutique. (Make sure that all of your inventory sheets are turned in that day.)

Be sure your FULL NAME, PHONE NUMBER AND MEMBER NUMBER is on the top of each of the Inventory Sheets. NOTE: If you fill this in before making copies you won't have to write it every time you start a new sheet.

Each item will have a number, which will match the tag on that item. Write a brief description of the item and price (a dollar sign is not necessary).

Each item must be listed separately.

Inventory Sheet should read as follows:

Example:	Item #	Description	Price
	1	Bag- Blue/White	20.00
	2	Baby Bib	5.00

Do not list items as follows:

Item 1-5	5 bags @ 20.00 each	100.00
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All items to be sold must have a tag attached to it and filled out with MEMBER NUMBER, INVENTORY NUMBER AND PRICE.

Example:	Member #	000
	Inventory #	102
	Price \$	20.00

Please be sure to write on both portions of the tag.

Claim Ticket – The Inventory Sheet that you turn in will act as your Claim Ticket.

NO FOOD ITEMS WILL BE SOLD AT THE BOUTIQUE.

Note: Fill out top and bottom portions of each tag. Do not cut on the dotted line. Attach the completed tag at the top using small safety pins, ribbon, yarn, thread or secure staples. DO NOT USE STRAIGHT PINS.

(attach here)	(attach here)	(attach here)	(attach here)
Member # _____	Member # _____	Member # _____	Member # _____
Inventory # _____	Inventory # _____	Inventory # _____	Inventory # _____
Price \$ _____	Price \$ _____	Price \$ _____	Price \$ _____
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Member # _____	Member # _____	Member # _____	Member # _____
Inventory # _____	Inventory # _____	Inventory # _____	Inventory # _____
Price \$ _____	Price \$ _____	Price \$ _____	Price \$ _____

(attach here)	(attach here)	(attach here)	(attach here)
Member # _____	Member # _____	Member # _____	Member # _____
Inventory # _____	Inventory # _____	Inventory # _____	Inventory # _____
Price \$ _____	Price \$ _____	Price \$ _____	Price \$ _____
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Member # _____	Member # _____	Member # _____	Member # _____
Inventory # _____	Inventory # _____	Inventory # _____	Inventory # _____
Price \$ _____	Price \$ _____	Price \$ _____	Price \$ _____

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Member # _____	Member # _____	Member # _____	Member # _____
Inventory # _____	Inventory # _____	Inventory # _____	Inventory # _____
Price \$ _____	Price \$ _____	Price \$ _____	Price \$ _____
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Member # _____	Member # _____	Member # _____	Member # _____
Inventory # _____	Inventory # _____	Inventory # _____	Inventory # _____
Price \$ _____	Price \$ _____	Price \$ _____	Price \$ _____