

WSQ BOUTIQUE CONSIGNMENT

(Please Read)

As a member of WSQ, we are thrilled you have decided to participate in this year's Quilt Show Boutique. We hope you will be very successful in selling your consignment items. In order for you to have success and to make our bookkeeping easier (tracking your sales, sales tax, and the 25% WSQ commission), you must follow the procedures listed below.

Items accepted to sell:

Handmade, stitched, quilted, and/or quilt related items. All your items must be a finished product. We will not accept commercially manufactured items, unfinished items, or kits. If you are unsure as to what is appropriate, please ask. A picture of the item may be requested prior to final approval. Remember this is a quilt show, not a bazaar or craft show (no crochet or knit items).

Forms:

Your WSQ Boutique forms must be returned to the Boutique Committee by the September Membership Meeting. If you are unable to attend the meeting, please contact the Boutique Committee by email at boutique@wsqspokane.org before that date. **Forms or additional items will not be accepted after that date.**

On the form:

Contact Information: Even though we may have your information elsewhere, fill out your contact information completely. We may need to contact you during or after the show. Make sure you give us a working email address when you sign up.

Your Consignment ID Number: This number will be given to you when you sign-up and receive your consignment forms. If you have been a consignor in the previous year and sign-up early, you may keep your ID Number. (Example: 07-BQ for Betty Quilter)

Inventory Number: Each item must have its own inventory number. If you have more than 1 of an item, please use the same inventory number and put the total quantity in the appropriate column.

- For example: Betty Quilter is going to sell pot holders and pin cushions. Betty writes potholders on line 1; pin cushions on line 2. Her inventory numbers are 07-BQ-01 for potholders, 07-BQ-02 for the pin cushions (please use the dashes on your tags and inventory sheet) Digits 1 - 9 must have a zero before them.
- Each item and quilt must have its own inventory number.
- **Following the numbering system is very important for accurate inventory, sales and payment.**

Item Description: Describe each item being sold. If it is a quilt or table topper (anything over 36") include the size.

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Number of items: The quantity of each item you will bring to the boutique. (Example: if Betty Quilter has 8 pot holders and 6 pin cushions - she will list the quantity for item 07-BQ-01 as 8 and 07-BQ-02 as 6.) Digits 1 - 9 must have a zero before them.

Price Each: Price each item at a reasonable rate. If unsure, please consult Internet sites (Etsy, eBay, etc), ask friends or fellow quilters.

Please make sure you have all the items you wish to sell listed, fill in the quantity, and each item is priced correctly. Putting everyones information into the computer as a spreadsheet and then into the inventory part of "GoPayments" so we will have the information on tablet that is used to sell your items takes a considerable amount of time. Because of the time involved with documenting and double checking everyones inventory, we will not be accepting additional items and altered pricing at check-in. You can add to or subtract from the quantity of the items listed on your form.

Tags:

- Tags must be made out of card stock. Please use Blue or Black Ink when putting your information on the tag.
- Write your inventory number and Price on the same side of the tag. (See attached examples)
- The **minimum size of tag is 1" x 2"**.
- **Larger tags on quilts, table runners, and table toppers** are easier to read and may help them sell. Please include the size with your inventory number and price. Pin the tag along the middle right edge of the quilt so when it is hanging it will be easy to read.
- Each quilt must have its own inventory number.
- Put you inventory number and price on every tag. Every item must have an inventory number & price. Items without the required information may result in payment tracking errors or exclusion from selling.
- Attach tags on items with safety pins so the tags can be removed easily.

Drop-Off/Pick-Up

Consignees will drop-off and pick-up the Boutique area at the Spokane Country Fair & Expo Center. To insure accurate account of all items:

- **Drop-Off:** Schedule a time to drop off your items on Thursday, between noon and 4pm. Consignee and a committee member will count items to confirm the number(s) entered on the Consignment Form. When the count is confirmed, consignee will sign the form to accept the count.
- **Pick-Up:** Pick up items on Sunday between 5 and 7pm. Consignees will pick up their items in order of arrival. Consignee and a committee member will count items to confirm the remaining/inventoried number entered on the Consignment Form (# Left). Consignee will sign the form to accept the count.

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We have pushed back the pick-up time to allow us time to close out our cash box with the Treasurer and finish updating our spreadsheet to make sure our books match your check-out totals.

Reminders:

- Drop-offs and Pick-ups will be done in the boutique at the Spokane County Fair & Expo Center.
- Drop-off is by appointment on Thursday between noon and 4pm.
- Pick-up on Sunday between 5pm to 7pm.
- **WSQ DOES NOT ASSUME RESPONSIBILITY FOR LOST, BROKEN, OR STOLEN ITEMS.**
- Checks will be issued by the WSQ Treasurer after all the accounting checks and balances have been completed.
- If your net sales exceed \$600, WSQ will adhere to reporting requirements as indicated by the IRS at the time of the sale. You will be asked to fill out a W-2 when you pick up your unsold items. The Boutique Chairman will give the W-2 to the Treasurer before leaving the Fairgrounds. Between January 1 and January 31, the WSQ Finance Chairman will send you an IRS form 1099-misc to use when filing you income taxes.

We look forward to a Bountiful Boutique. Thank you for your time and participation.

Please contact us if you have questions at boutique@wsqspokane.org

The Boutique Committee,

Marj Rouse

Anita Pederson