

## **THE THREADS THAT BIND US QUILT SHOW MAY 6<sup>th</sup> & 7<sup>th</sup>, 2016**

The goal of the Langley Quilters' Gift Shop is to create a venue for high quality, appealing and saleable quilted/sewn, fiber arts or related materials. All members are welcome to sell items, whether for their own profit or as donations to the guild. If you have any questions, please contact the members at the bottom of this form.

### **GIFT SHOP RULES:**

1. Langley Quilters' Guild takes a 25% commission on all items sold through the Gift Shop.
2. All items must be new, quilt or fiber related and of a quality befitting the reputation of the guild.
3. Inventory sheets must be submitted at the April Guild meeting in order to aid the committee in planning for space requirements and display equipment needs.
4. The INVENTORY SHEETS with your completed list of items, along with these items, must be personally delivered to the George Preston Centre between 9am & 11am on Thursday, May 5<sup>th</sup>. It is recommended you make a copy of this inventory sheets for your records. The inventory sheets will be available on our website – [www.langleyquiltersguild.com](http://www.langleyquiltersguild.com).
5. All items must be clearly and properly tagged with prices, guild membership number & items number corresponding to the inventory list prior to delivery to the Centre. You will receive tags and instructions at the April Guild meeting, plus they will be on our guild website.
6. All items must be the property of the seller, who in turn must be a current Langley Quilt Guild member.
7. The Gift Shop committee reserves the right to reject items for sale or remove items for sale.
8. You must complete a volunteer shift at the Quilt Show.
9. Langley Quilters' Guild assumes no responsibility for any items damaged, lost or stolen while at the show. Items will not be covered by the Guild's insurance and it is the individual's responsibility to obtain insurance coverage if desired.
10. In the event that items have been lost, stolen or unaccounted for from the Gift Shop, you WILL NOT be reimbursed.
11. All unsold items must be picked up between 5:15 pm & 6 pm on Saturday, May 7<sup>th</sup>, 2016. If you are designating someone to pick up your items, you must notify the Gift Shop committee at check-in time, in writing, with the person's name (this is on your inventory sheet).
12. Items not claimed by the May 2016 general Guild meeting will be donated to charity.
13. Submission of Official Inventory Sheets indicates acceptance of these stated rules.

### **PAYMENTS:**

Cheques will be issued to participants for items sold after a financial statement has been prepared. The cheques will be issued at the May Guild meeting, or by mail, in a timely manner.

### **DATES AND TIMES TO REMEMBER:**

-Thursday, May 5<sup>th</sup>, 2016- Set-Up Day –all items must be delivered to the Centre between 9am & 11am. NO EXCEPTIONS.

-Friday, May 6<sup>th</sup>, 2016. – Open to the public 10am -8pm. All scheduled Gift Shop volunteers should arrive 10 min before their shift to learn about their job.

-Saturday, May 7<sup>th</sup>, 2016- Open to the public 10 am – 5pm. All scheduled Gift Shop volunteers should arrive 10 min prior to their shift to learn about their job.

-ALL UNSOLD ITEMS MUST BE PICKED UP BETWEEN 5:15PM & 6PM.

**Gift Shop Committee Contacts:** Penny Chan-Kent #234

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