

Members' Boutique at the 2023 Quilt Show

General Information

Members of the Prince Edward County Quilters' Guild in good standing may submit textile related items to be sold in the Boutique during the Quilt Show. Items must be made by a PECQG member. Price is established by the member who made the item and the price cannot be changed during the Quilt Show. All items are left at the owners' risk with considerable effort to provide security for items.

The Quilt Guild will deduct a commission of 15% on all items sold in the Boutique. This amount is included in the price that members establish for each item. Fifteen percent will be deducted from the cheque that is mailed after the show. The minimum price for any item is three dollars (\$3). We encourage bundling of magazines and other low priced items. Prices must be even dollars without fraction of dollars. Members may submit up to a limit of seventy-five items.

Textile/fibre related items made by members include quilting, sewing, knitting, crocheting and fibre art items are at the discretion of the Boutique Committee. Books, patterns and/or magazines related to quilting may be submitted. This is the only exception to textile/fibre items. Accessories, plastic items, craft items constructed with glue gun or nails/staples etc. are not sold in the boutique. Purchased items with embellishments are not sold in the boutique. Effort is made to avoid sales of items that could compete with sales in the vendor area.

How It Works

1. Complete the registration form online. See page 3 for detailed instructions. We will provide printed inventory lists based on your completed registration forms at the May and June guild meetings.
2. Label your items. Each item must have a tag (for fabric items) or a sticker (for books and bundles of magazines). Each label must include the item code (as per the registration form) and the price. We will provide labels for fabric items at the April and May guild meetings. Use string or cord to tie bundles of books and magazines together. Use a sticky label or painter's tape to label them.
3. Deliver sale items to the Boutique committee on Thursday evening between 4 pm and 7 pm or Friday morning between 9 am and noon. Boutique volunteers will initial the sign in form to indicate receipt of each item. To retain a receipt of items, bring your copy of the sign in sheet.
4. Boutique items that are not sold remain in the Boutique until the close of the Quilt Show. Items will be released when sorting is completed and verified beginning at 4:30 pm on Sunday.
5. After the Quilt Show, members who submitted items to the Boutique will receive a letter outlining the accounting of items sold and returned.
6. The Boutique Committee will send information on items sold to the Quilt Show Treasurer. Cheques are issued by the Treasurer.

Questions about the Boutique may be directed to co-chairs, Rosanna Worden Hawker at 613 476-2355 or Colleen Kelly at 613 476-4264.

Registering Boutique Items for the Quilt Show

We will be registering boutique items online. This makes it easier for the Boutique Committee and distributes the work fairly as everyone does their own data entry (typing).

Members may submit up to 75 individual articles to the boutique. Each registration form allows up to nine different item codes. If this is not enough, submit multiple registration forms.

To register your items, click on the following link:

<https://form.jotform.com/223016857482055>

The registration deadline for boutique items is June 6.

The image displays two screenshots of a mobile registration form for boutique items. The left screenshot, titled "Registration Form for Boutique Items", shows the registration section with fields for "Your Name" (First Name and Last Name), "Code to Identify Your Items", and "Enter your Email Address". The right screenshot shows the article selection section with fields for "Description of Article to Sell", "Quantity of this Article", and "Price of this Article", along with a list of articles (Article 2 through Article 6) and a question about donating proceeds.

1. Enter your name.
2. Enter a code which you create from your name's three initials to identify your items. If you do not have a middle name, use your mother's first initial in the middle. If you have already submitted a boutique registration form, add a digit to your code. For example, your first registration form would use the code BJJ, the second form would use the code BJJ2, the third would use the code BJJ3, etc.
3. Enter your email address so that you will receive a confirmation email when you submit your registration form.
4. Enter the description of your first item.
5. **Enter the quantity of this item. This is different than previous years! For instance, if you have five aprons that are the same price, enter '5' as the quantity. When you tag your items, the five aprons will all have the same code, just like in a store.**

6. Enter the price of the item. Prices must be in full dollars. The minimum price is \$3. You may bundle items such as magazines together.
7. If you are donating all the proceeds from this item to the guild, click the 'Yes' button.
8. If you are registering another type of item, click the triangle next to 'Article 2'. The fields for article 2 will be displayed.

The image displays two screenshots of a mobile registration form. The left screenshot shows the 'Article 2' form with the following fields: 'Description of Article 2' (text input), 'Quantity of Article 2' (text input), 'Price of Article 2' (text input with a note: 'Minimum is \$3. The price must be in full dollars.'), and a checkbox for 'Are you donating all the proceeds from Article 2 to the guild?' with 'No' and 'Yes' options. Below these are expandable sections for 'Article 3', 'Article 4', 'Article 5', and 'Article 6'. The right screenshot shows a list of articles from 'Article 3' to 'Article 9'. At the bottom, there is a checkbox for 'Insurance of items is the entrant's responsibility. PECQG will not be responsible for any items lost, stolen or damaged. Retain a copy of your completed inventory sheet.' and a green button labeled 'I'm done. Submit my data.'.

9. Continue registering your items.
10. When you have registered everything or a maximum of 9 types of items, click the button to agree to the terms. Then click the 'I'm done' button.
11. If you have entered your email address, you will receive a confirmation email summarizing your registration. Keep this for your records. You can use it to tag your items.
12. If you have more items to register, click the registration link again, and use a code with your initials followed by a number.

Gail Ink

Item Code	Description	Price	Opening Quantity	Boutique Initial	Seller Initial
GHI01	Thing 1	10.00	1		
GHI02	Thing 2	20.00	2		
GHI03	Thing 3	30.00	3		
GHI04	Thing 4	40.00	4		
GHI05	Thing 5	50.00	5		
GHI06	Thing 6	60.00	6		
GHI07	Thing 7	70.00	7		
GHI08	Thing 8	80.00	8		
GHI09	Thing 9	90.00	9		

Sample Boutique Sign In Sheet

You can pick up the boutique sign in sheets for the items you have registered at the April, May, and June guild meetings and use them as a reference when tagging your items.