

GIFT GALLERY GUIDELINES

1. All items **MUST** be made by Guild members. If you have an item that you did not make, like a Featherweight sewing machine, quilt rack, etc., the committee will decide its appropriateness on a case-by-case basis.
2. All items should be new, and must be hand-made or hand-crafted, preferably fabric and/or quilt related.
3. **ALL PARTICIPANTS SHOULD WORK IN THE GALLERY FOR at least 2 HOURS.** The Gallery is open from 10:00 a.m. – 5:00 p.m. Saturday, and 10:00 a.m. – 4:00 p.m. Sunday. You can volunteer during those hours and/or help overall set-up and/or take-down.
4. The Guild will collect the sales money then mail a check to participants after the show. The maximum amount the participant will receive is 80%. You may choose to receive less or nothing at all. You should mark the submission form under Member %, accordingly. You may choose to receive different amounts for different items presented for sale.
5. Items for sale should be tagged with the price and ID code before they are brought to the Hilton Garden Inn. Tags are available at office supply stores. The ID code is your three initials along with the item number. For example: If my name is Suzy A. Que, and I'm selling 10 items, my items are labeled SAQ01: \$5.00; SAQ02: \$3.50; SAQ03: \$50.00, etc.

SCHEDULE

1. Complete your Gallery submission form and send it or give it to a Gift Gallery co-chair by the March 10, 2017 Guild meeting.
2. Bring your items with price tags attached to the Hilton Garden Inn on April 21, 2017, between 2:00 PM and 6:00 PM. If for some reason you cannot make it, please contact one of the co-chairs to make other arrangements.
3. All items to be sold should be contained in plastic or cardboard boxes clearly marked with your name on the end of the box to prevent any damage to items. We can restock items as they are sold, if necessary.
4. Show time is April 22nd and 23rd. Please volunteer to work a shift and remember you are the best person to sell your work.
5. We request that unsold items be picked up by between 4:00 PM and 6:00 PM. on Sunday April 23, 2017. If for some reason you cannot pick up your items, please make other arrangements with one of the Gift Gallery co-chairs. Otherwise, the committee is not responsible for any items not picked up.

If you have any questions about the Gift Gallery, contact the Committee co-chairs:

Kathy Burke at 462-3588 or kburke18@nycap.rr.com or Janie Schwab at 439-5422 or QuasiStella27@gmail.com