

BOUTIQUE SUBMISSION FORM

Instructions: Refer to the Boutique Guidelines sheet on the back of this form for additional information.
PLEASE PRINT

Member Name _____ Phone: (day) _____
 Address: _____ Phone: (eve) _____
 (to mail check) _____ E-mail: _____

Item#	Description	Selling Price	Returned

Days available to work Friday
 (Please check all that apply) Saturday
 Sunday

I agree to the rules printed on the Boutique Guidelines. I understand the Guild will exercise care to protect each item, but will not be liable for any lost or damaged items

Signature

Date

Boutique calculation

Total Sales _____
 10% of Net Sales _____
 to Guild _____
 90% to Member _____

Please return this form to a Boutique Committee member. Carolyn Dollard or Georgina Aumick

BOUTIQUE GUIDELINES

1. All items should be new items, and must be hand-made or hand-crafted, preferably fabric-related or quilt-related.
2. All items MUST be made by guild members.
3. ALL PARTICIPANTS MUST WORK IN THE BOUTIQUE FOR at least 2 HOURS, times to be scheduled later. The Boutique is open from 10:00 am – 6:00 pm Saturday, and 10:00 am – 4:00 pm Sunday. You can volunteer during those hours and/or help with overall boutique set-up and/or take-down. Please note that all boutique participants must set up (and take down) their own displays with the assistance of the co-chairs. This personal set-up/take-down time is not counted toward your required boutique volunteer time.
4. The guild will collect the sales money then issue a check to participants for 90% of the remainder. The guild will keep 10%.
5. Items for sale should be tagged with the price and ID code before they are brought to the show. 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 Carolyn A. Dollard, and I'm selling 10 items, my items are labeled CAD01: \$5.00; CAD02: \$3.50; CAD03: \$15.00, etc.

Schedule

1. Complete your Boutique Submission Form and send it or give it to a boutique committee member by April 8, 2011.
2. Bring your items with price tags attached to the Ravena Coeymans Selkirk High School on Rte 9W on April 15th 2011 after 3 o'clock. We expect as many participants as possible to assist in setting up the boutique.
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.
4. Show time is April 16th and 17th. Please be prepared to work your shift and remember you are the best person to sell your work.
5. We request that unsold items be picked up by 5:30 p.m. on Sunday, April 17, 2011. The committee is not responsible for any items not picked up.

If you have any questions about the Boutique, contact the Boutique Committee chair: Carolyn Dollard (linni48@hotmail.com) or Georgina Aumick (gea2@cornell.edu).