

AQG 2022 Gift Shop Policies

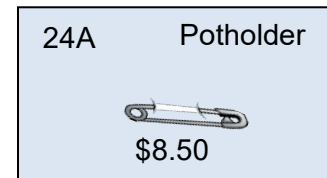
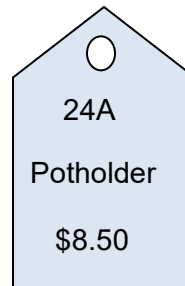
1. You must be a member of the Asheville Quilt Guild.
2. All items must be new and handmade by the member. These items may include original written works by the member. A quilt made by a member may incorporate antique quilt blocks.
3. You must have a crafter's number, which is re-assigned each year. Call **Sandy Wolf** (864-236-8221) to obtain your crafter number on or before September 20th, the date of the September guild meeting.
4. All items are to be delivered and checked in with a completed inventory form on set-up day **Thursday, September 29th** between **9AM and 11AM**.

*Note: If you ask for a crafter number and subsequently realize that you will **NOT** be delivering items on September 29th, please notify one of the gift shop co-chairs (contact information below) by Tuesday, September 27th.*

5. **ITEM CODES:** Each item must have an item code made up of your crafter # and the letter you assigned to the item on your inventory form. Start with letter "A" and go thru "Z".
 - If you need more letters, continue to "AA" and go thru "ZZ" and so on as needed.
 - If you have multiple items of the same thing and same price point, each item would use the same letter. For example, you have 6 potholders to sell for \$8 each, use the same letter for each of them.
 - See example of a completed inventory form on the following page.

6. **TAGS:** Each item needs to have a tag with your Item code, name of item, and price all on one side using the format outlined below and on the diagram at the right.

- Two tag formats are shown depending on whether you have tags with strings (left diagram) or a pinned tag (right diagram)
- Pricing must be in \$.50 increments
- The minimum size for the tag is 1" x 2".
- *The tag should be made of index card weight paper, securely attached to your item with string or a safety pin, no straight pins.* Size 5 store-bought tags work well.



7. For display purposes, please bring a basket or display box with your name on it. We do not have any solid walls and cannot accept large framed items. (Note: We will use your display item if space allows but reserve the right to scatter your items throughout the booth. Your display item will be returned to you at the end of the show.)
8. All items must remain in the Gift Shop until the Show closes. You may check out and pick up your remaining items at the booth on **Sunday, October 2nd after 4:45 pm**.
9. All proceeds from the gift shop come from sales of items to quilt show attendees. AQG retains a 15% commission and will handle the sale. The remaining 85%, via a check from AQG, will go to the seller.
10. AQG will add sales tax of 7% to the price of each item sold and will remit the sales tax to NCDOR.
11. Every effort will be made to safeguard your items, but AQG cannot be responsible for lost or stolen items.

Gift Shop Chair contact info:

Sandy Wolf, 864-236-8221

2022 AQG Gift Shop Inventory Form - Example

Name: Fabulous Quilter _____

Email: quarterinch@gmail.com _____

Phone: 828-123-4567 _____

Crafter # 217
 Check-in by _____
 Check out by _____
 Page 1 of _____

**Item Code for Tags =
Crafter # plus Letter for Item**

Letter for item (A-Z)	Description of Item (Please group like items and price points together)	Price	Qty Rec'd	✓	Qty Return
A	Potholder	7.50	6		
B	Table runner	15.00	1		
C	Card	2.50	2		
D	Card	3.00	3		
E	Quilt - Star	150.00	1		
Z					
AA					
BB					



You would make:
 6 tags – 217A, potholder, \$7.50
 1 tag – 217B, table runner, \$15.00
 2 tags – 217C, card, \$2.50
 3 tags – 217D, card, \$3.50
 1 tag – 217E, quilt-star, \$150.00

Have more items than A-Z?
 Start again with double letters

Pickup Signature _____

Display Items Brought: Basket Other _____ Description of items and number of each _____