

## SHADOW MOUNTAIN QUILTERS BOUTIQUE INSTRUCTIONS

List and items must be delivered to Guild Booth Thursday March 30th between 10am to 12pm  
ONLY

**Note:** SMQ retains 10% of Booth Sales. Seller's proceeds (90%) and accounting will be delivered at next Guild meeting.

1. Please PRINT LEGIBLY Name, Page number, Roster number and Cell number on all sheets. Items will NOT be accepted to booth if form or tags are not filled out per instructions.
2. Each person will use their February 1st roster # for their form **ONLY**. Only one person per form. Please make a copy of your form(s) for yourself. Bring original copy with items on March 30<sup>th</sup>.
3. Start page numbers with "1 of", 2 of, etc. with the number after "of" being the total of all sheets.
4. Use **white tags with black ink only** (Large enough to be read easily and securely attached). You will put your roster# & price on each tag.  
**EXAMPLE:** Roster number (example 3) b. Item# (example 15), c. Amount (example \$2.00) **Tag will read: 3-15-\$2.00**
  - a. If selling a QUILT please mark tag with size in inches on back of tag secured with safety pin.
  - b. "Like" items will be displayed together (i.e. books, yarn, etc) Items with multiple parts must be grouped together and secured. Put "like items" in Ziplock type bags no bigger than gallon sized.
  - c. On the form there is a column "Donate to SMQ". If you want to donate sells for item(s) to the Guild put a check mark on that line and on tag. If all items are for "SMQ" you can indicate that on the form.
5. If you bring your items in a container please mark it so you can get it back at the pickup time. We may use your container to display items during the show.
6. Unsold items may be picked up Saturday April 1st from 4pm to 6pm. Items not picked up will be considered abandoned and will be disposed of.

If you have any questions regarding the form or instructions you can talk to either one of us at the Guild meetings or call one of us.

Nancy Shallenberger cell 775-513-9145. You can call or text me but **Do not** leave a voice message as I don't know how to receive them.

Monda Eagan 775-209-2533

**We strive to account for all items in our care but we cannot be responsible for lost, stolen or misplaced items.**