

Country Store 2011

Rules and Policies

1. Each consignor must be a current paid member of River City Quilter's Guild (RCQG) for the current year. An immediate family member of a current RCQG member may also be a consignor.
2. No home made food or drink of any kind may be sold at the Country Store.
3. All items must be hand crafted quality or craft/quilt related. The committee has the right to refuse any items deemed inappropriate. For example, quilting books, patterns, and fabric yardage are acceptable. Crafting supplies and kits will be allowed, but on a limited basis. Certain types of items, such as aerosols and adhesives, will not be allowed. Due to space constraints, this kind of merchandise will be the last to be put out for sale. Preference will be given to new, hand crafted items. If items are deemed inappropriate – in poor condition, dirty, etc., the Country Store Chairs can choose to not allow them to be sold. This is done to maintain the integrity of the items we are selling, and to uphold the reputation of the Country Store.
 - *If you wish to sell quilts other than table runners or small wall hangings, please utilize the Silent Auction. Unfortunately, the Country Store does not have the space to be able to accommodate the sale of larger quilts, and the Country Store committee chairs may have to make the decision not to allow them to be displayed for sale.*
4. Display of more than 50 similar items from any one (1) consignor is at the discretion of the Country Store committee. Items will be moved around during the show based on space available.
5. Each item must have a fully completed tag secured (no straight pins) and clearly visible. Please do not staple multiple items together. These items have a way of becoming separated, making it very difficult to identify which consignor they belong to. Please use the item tags and inventory sheets that are provided by the Country Store. The forms have been updated for clarity, and using old forms and item tags creates confusion when reconciling after the show. If you need additional inventory sheets or items, please contact the Country Store Committee chairs listed below.
6. We recommend that very small items be mounted on larger cards or placed in larger containers or baggies to help avoid loss or theft. Make sure any props or racks you bring to display your merchandise have your name and consignor number clearly marked.
 - Please be aware that several consignors have suffered significant loss of jewelry items due to theft. Smaller items can be easily pocketed.
7. **RCQG will not be responsible for lost, broken, or stolen items.** Any monetary losses due to bad checks will be divided among all of the consignors according to their sales percentage of The Country Store's gross income (e.g., a bad check of \$60 is 1% of a \$6000 gross income, so each consignor's income would be reduced by 1%).
8. When pricing items, remember to include the Sacramento County sales tax of 8.75% and the Guild commission of 10%. The total of 17.75% will be deducted from your gross total.
9. All items must be priced in \$0.25 increments (e.g., \$1.00, \$1.25, \$2.50, \$4.75). Items not priced this way will be lowered to the nearest \$0.25 (e.g., \$1.68 will become \$1.50).
10. Each item must be entered on the inventory sheet **before** you will be able to check in. Each item must be listed separately with its own number which must match its tag number.
 - *Each consignor should make a copy of the completed sheet(s) for their records. In order to protect the privacy of each consignor, consignors will not be allowed access to the Inventory Sheets binder during the show. After all balancing and reconciliation of sales is*

finished, inventory sheets will be mailed to each consignor upon request.

11. Consignors **must** provide labeled storage containers for their merchandise when checking in. Consignors will **not** be allowed to check in if no storage containers are provided. ***If a Consignor does not bring storage containers to store their excess merchandise, their items will not be checked in! They must bring their items back at a later time with the proper storage containers, to be checked in as time permits. There will be no exceptions!***
12. Each consignor must bring their items (clearly tagged) and their inventory sheet(s) to the Country Store area on **Thursday, November 17, 2011**, between 8:30 am and 2:00 pm. If a consignor needs to make special arrangements to check-in later, arrangements *must* be made in advance. One of the Country Store committee members will go through the inventory with the consignor and check-in each item. The items must be in numerical order for check-in. Make sure to allow plenty of time for this process. If you are bringing any props or display racks, bring them at this time. Please note: use of display racks and/or props is at the discretion of the Country Store Committee Chairs. Due to our limited space, we may not be able to accommodate the use of all display racks or props.
13. Take-Down of the Country Store will start when the show closes at 4:00 pm on **Sunday, November 20, 2011**. Each consignor will need to check-out their unsold items **after** Take-down is complete. Check-Out will begin at 4:45 pm on **Sunday, November 20, 2011**. Allow plenty of time for this process. **Check-Out will not begin until the Take-Down is finished.**
14. Each consignor must work a **minimum of four (4) hours** in the Country Store during the show and **at least two (2) hours** during either Set-Up or Take-Down. The consignor is responsible for getting one (1) short training session from one of the committee members **before** their first shift. *This time commitment does not replace the time you should commit for the quilt show.* You will be asked to sign into a logbook at the beginning of your shifts. The consignor's time can be transferred to a proxy (*no children, please*) if cleared with a Country Store committee member.
15. If a consignor's sales total \$600.00 or more, the consignor is required to provide the Guild Treasurer with their Social Security number for tax reporting purposes. Checks to those consignors will not be issued until their Social Security number is provided.
16. Each consignor's share of the Country Store's profit will be calculated and checks will be mailed to the consignors after all customers' checks have cleared the bank, approximately 4 to 6 weeks after the close of the show. Please be assured that every effort is made to ensure all sales are accounted for and credited to the correct consignors. The reconciliation process is painstaking, and time consuming, but we make every effort to complete it as quickly and as accurately as possible.

If you have any questions or concerns, please contact us!

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