



## 2016 Peddlers' Table – Quick Reference Guide

The new Rules and Guidelines for the Peddlers' Table (PT) spell out in somewhat excruciating detail how the PT will work this year, and what sellers and buyers need to do to make sure this effort is a success. It's very important that everyone involved in the PT reads this document and understands the process. However, it's also true that oftentimes we just need simple reminders of key actions and milestones, and so here they are.

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### Essential Rules and Guidelines

- Peddlers' Table is for FCQ members to sell quilting and sewing materials, tools and instructions that they no longer need or want. It is not a general yard sale for décor or other hobbies.
- To participate, first gather your items and fill in the Seller's Entry Form spreadsheet, listing each item (or package of items) and a price for each. (Please read the Instructions for Seller's Entry Form before starting, because they contain information that's critical to successfully submitting this spreadsheet form.)
- It is not necessary to label the item/package although it will facilitate check-in if you have them in the same order they're listed in the spreadsheet.
- Submit your spreadsheet via email to [janet.learning@comcast.net](mailto:janet.learning@comcast.net) no later than Thursday, March 31<sup>st</sup>. (Handwritten forms—hopefully few—must be turned in by Thursday, March 24<sup>th</sup>.)
- Bring your prepared items to check-in at the church on set-up day, Wednesday April 13, between 7 a.m. and 6 p.m. Allow time for a volunteer to work with you to verify your items against the spreadsheet you previously submitted. Please understand that it's not possible to check-in any items that aren't on that form.
- Unfortunately, we cannot offer pre-shopping for show volunteers because of the immense effort involved in getting everything ready for opening Thursday morning.
- There is no automatic markdown this year.
- Plan to pick up any unsold items after the close of the show on Saturday April 16<sup>th</sup>, between 5 and 6:30 p.m.