



2018 Peddlers' Table – Rules and Guidelines

For the uninitiated, the Peddlers' Table is a consignment-type sale room where FCQ volunteers sell your quilting and needlework "excess" for you. The Guild charges a 10% fee for expenses and fundraising, and returns the net profit (and unsold items) to you. Given the enormity of this task over the abbreviated Quilt Show timeframe, it is imperative that we all follow the rules and guidelines below, to ensure that the process runs smoothly and everyone gets the maximum benefit from this valuable service. For that reason, there will be *no exceptions to the rules as stated*. We've also provided some guidelines, which are suggestions for making things as easy as possible for you and your fellow sellers and shoppers, but these are not mandatory requirements.

Contacts

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Rules for Sellers (no exceptions)

- You must be a current FCQ member to submit items for sale.
- Items must be materials, tools, or instructions for quilting/sewing/needlework. This includes fabric, patterns, kits, tools (e.g., rulers), notions (e.g., thread), books, magazines, videos, completed items (i.e., handmade completed quilted/sewn items), and other (which should be used rarely). *It does not include "décor items" that may be nice to look at but are not actually usable for crafting, such as tchotchkes, pictures, etc.*
 - Magazines must be bundled and tied in packages of 5 or more.
 - We must be able to affix a label to each item, so odd-shaped items such as thread and fabric pieces should be placed in a bag.
- You may submit up to 200 items for sale. An item is anything that is individually priced, so a magazine bundle, bag of thread, or package of fabrics will count as one item.
 - Prices must be in whole dollars. The minimum price then is \$1.00.
 - Each item must have its own price; e.g., we cannot accept a bag of thread that says "pick any two for a dollar."
- You do not need to affix a label to your items. Instead, labels will be printed from the information you provide in the spreadsheet form (including the item description), and attached at check-in.
- To submit items, you should use the Excel spreadsheet provided. Instructions for filling out and submitting the spreadsheet are also provided. Please do not modify the format of this sheet (such as columns) because we combine all items into one spreadsheet for the sale and so they all must be the same.
- If you absolutely cannot submit your list this way, we have also provided a plain chart that you can print out (or pick up at a meeting) and fill out by hand. *Note that the due date for*

such sheets is one week earlier than for the spreadsheet submission, to allow time for Peddlers' Table staff to fill out the worksheet for you.

- Be sure to provide both email address and phone number. Prior to the show, if we have questions about your submission, we will contact you primarily by email. During the show, if we need to reach you we will be doing so via phone, because we will need an immediate response.
- Completed spreadsheets must be emailed to janet.learning@comcast.net no later than **Thursday, March 29**.
- Paper forms must be turned in no later than **Thursday, March 22**, to allow time for Peddlers Table volunteers to type your information into a spreadsheet. We will set up a folder in the guild file box to submit your form. Please also let Janet know that you are submitting a paper form, so we can ensure we don't miss it.
- You should plan to bring your items to Peddlers' Table drop-off on the show set-up day, Wednesday April 13, *between 7:00 a.m. and 5:00 p.m.* At that time, a volunteer will review your items with you and affix an ID/price sticker to each item. You must be present for this check-in review and wait your turn if there is a line. We will not accept "drop and run" items.
 - All items brought to check-in should be ready to sell; there will be no time to package items at that point.
 - Please try to organize your items in the order they're listed on your form, to make check-in go as quickly as possible.
 - We cannot accept items that are excessively dusty or at all dirty.
 - *We reserve the right to reject any item* that is not as described in the spreadsheet, especially if the item falls outside the acceptability rules above.
 - At the end of your check-in, you will receive a copy of your spreadsheet with any changes marked and initialed by you and the volunteer.
- We cannot accept any add-on items—*either at check-in or during the show*—that were not in the spreadsheet you submitted. This rule is necessary to ensure the integrity of the information we have for all participants' items and pricing.
- After 12:00 p.m. (noon) on Friday of the show, you may reduce the price of no more than 10 of your items that have not sold, provided that the Peddlers' Table volunteers can accept those changes without affecting the flow of traffic through the room.
 - Please limit price changes to items originally priced at \$5 and greater. The marked down price must still be in whole dollars.
 - You must pull the items you wish to change, bring them to the checkout line to be marked down, and wait your turn. We cannot accept "drop and run" price changes. After the changes have been made in the master spreadsheet, you are responsible for returning the items to the shelves for sale.
 - Please bring your verified list from check-in to help facilitate this process.
 - No items will be automatically reduced.
- *All unsold items must be picked up between 5:00 p.m. and 6:30 p.m.* on Saturday, April 14. We have nowhere to store unsold items after the show is over, so items remaining may need to be discarded.
 - Please bring your verified list from check-in to help facilitate this process. You may have someone pick up the items for you, but please make sure they have your verified list.

- The Peddlers' Table doors will be closed at 4:00 p.m. and re-opened at 5:00 p.m. at the end of the sale on Saturday, to enable volunteers to sort unsold items for return to you. We cannot release any items during that hour, so that we may ensure we're ready for pickup starting at 5:00 p.m.
 - *[deleted bullet about picking up before 4pm]*
- You will receive your sale proceeds at a regular guild meeting, as soon as possible after the show.

Recommendations for Sellers

- Make sure that all items are well-described in your spreadsheet. Labels have been known to get separated from the items and the better the description, the more likely we will be able to trace it back to you to ensure you receive the proceeds. See the sample spreadsheet for examples of "good" descriptions.
- Please also be fair and accurate with your descriptions. Fat quarters are not fat quarters if anything has been cut from them; the same applies to yardage. Do not say cotton if you are not absolutely sure that it is. And spools of thread and other "consumables" should be annotated as "partial" if they have been used at all.
- Please package items in a way that minimizes the need for buyers to open them. Use clear plastic bags or tie bundles with twine. And if you are grouping various fabrics in a bag, try to layer them so that they are all visible.
- Remember that, although we call it a consignment shop because we're selling for you, it's really a big joint yard sale. Price accordingly to make sure your items sell.
- We may accept donations of items to sell with all proceeds to FCQ, if we have sufficient time to catalog and price those items. Please contact Janet ASAP to discuss if you wish to make such a donation.

Rules for Buyers (no exceptions)

- There is a hard limit on the number of people who will be allowed in the room at one time, for fire regulations, safety and "crowd management" reasons. It is likely, then, that during the busiest times you may need to wait in line to enter the Peddlers' Table room. Please be patient.
- Also for safety and space reasons we cannot allow wheeled bags or other containers such as boxes that need to sit on the floor.
- Prices are firm; we cannot negotiate on a seller's behalf.
- We accept cash and checks (with ID); no credit or debit cards.
- There will be no automatic discounts on Saturday of the show, but it is possible that individual sellers may lower their prices on a few of their unsold items any time after 12:00 p.m. (noon) on Friday of the sale.
- At the discretion of the Peddlers' Table volunteers, we may be able to hold an item for you for a limited amount of time if you need to leave and return with cash for payment.
 - Only items priced at \$20 or higher can be held.
 - We require a deposit of 25% of the item's price to hold it.

- You must leave your name and a number where we can reach you.
- Any item can only be held for two hours; after that, we will attempt to contact you if time permits, but the item will again be available for sale. (If the item does sell before you return, you may retrieve your deposit at any time until the end of the show at 4:00 p.m. on Saturday April 14.

Recommendations for Buyers

- Please bring a carrying bag for your purchases, as we no longer have a source for new bags; and remember you will probably buy more than you think. That said, please avoid bringing large bags or purses into the room as space is severely limited. This will help us accommodate all shoppers more efficiently.
- We can hold paid-for items for show workers only. You must label your bag with your name and contact info, and pick it up by the end of that same day.
- Please be considerate to fellow shoppers during busy times, and “share” space with others while perusing various displays of items.
- Please leave fabric stacks and other grouped displays as you found them. Try also to resist opening packages, but if you must, please make sure anything you put back is as neat as when you opened it.