

EMQS Boutique Procedures 2024

1. Please send an email to emqsboutique@gmail.com to obtain a **VENDOR NUMBER**. This number is unique to you as a vendor in our boutique. In that email, please include your **name, mailing address, phone # and email address**. You will receive a return email with your **VENDOR NUMBER** and the Item Master List.
2. Boutique tags can either be mailed to you, picked up from Leslie at Coldwell Banker Mason & Co., or emailed if in Canada. **These will be the only pricing tags permitted in the boutique**. There are two parts to each tag, please **do not** separate them as we cannot keep track of what you sold without them.
3. Once your tags are received, place your **Vendor #** and an **ITEM # (1,2,3,4,5)** on each tag, thereby giving every tag a unique number. At this point your tags should have your **VENDOR NUMBER** and **ITEM NUMBER** on them. These numbers should be **on both halves** of the tags. **LIMIT OF 25 ITEMS PER PERSON**. Price your items and fill in your price **on both halves** of the tags.
4. Attach the tags to each of the items you are selling. **USE SAFETY PINS ONLY** for the safety of the boutique workers. This will be enforced, as drawing blood from straight pins is not pleasant!! The tags should be placed on the lower right corner of each item as you would like them to hang. Both halves of the tag must remain together and on each item. **These are the only price tags that will be allowed in the boutique. DO NOT** create your own price tags or your items will be returned to you unsold.
5. Please fill in the Master List with every item you are going to sell. The numbers on the Master List must correspond to the numbers on the tags for each item, including the price you are selling it for. If there is a discrepancy between the price listed on the master list and the tag, the lower of the two prices will prevail. Please use only whole dollar amounts, as we will have no coins available for change. **A copy of the Master List must accompany your already priced items when you drop them off. Please make sure to keep a copy of your Master List for yourself.**
6. The last day to obtain tags for your items will be **Friday, July 26th**.
7. Drop off location is **First Baptist Church** on **Wednesday, July 31st**. Please have items there between **9am – 3pm**. **There will be NO tags available on this day.**
9. All items entered in the boutique for sale must be handmade and presented for sale by the maker. All items must be made in some part using fabric.

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10. ALL Items **MUST BE ABLE TO BE HUNG** on the wire grid we use for display. We will use binder clips and clothes pins to secure them to the racks. If items are breakable, please consider selling them at another venue, as we are not responsible for broken merchandise. We have VERY limited table space. It is up to the discretion of the Boutique manager what will be placed on the table. Please do not bring items for the boutique expecting them to be placed on a flat surface as they may be returned to you unsold.

11. If you know of someone who would like to place items in the boutique this year, **PLEASE** help them out and send them an email so they can obtain a **VENDOR NUMBER**. We would like to include everyone who would like to participate!

12. Pick up of unsold items will begin at **4pm on Saturday, August 3rd**, after the show is over.

For questions regarding Boutique Procedures, please contact EmqsBoutique@gmail.com

By submitting items to the EMQS Boutique you agree to our terms, conditions, and procedures.

***EMQS (Eureka Montana Quilt Show) will not be held responsible for lost, stolen, or damaged items submitted to the boutique for sale. We have never had items come up missing and do not expect to.*

***EMQS will retain 10% of all sales generated from the boutique.*

Thank You for your participation and support of the Annual Eureka Montana Quilt Show.