

The goal of the Langley Quilters Guild Gift Shop is to create a venue for high quality, appealing and saleable quilt, fiber arts or related materials. All members are welcome to sell items. Any questions, please contact Joanne Reagh or Carol Monetta. Their contact information is at the bottom of this sheet.

Langley Quilters Guild Gift Shop Rules

**Rules:**

1. Langley Quilters Guild takes a 25% commission on all items sold through the gift shop.
2. All items must be new, must be specifically quilt or fiber related and must be of a quality befitting the reputation of the Guild.
3. All items must be the property of the seller who in turn must be a current Langley Guild member.
4. Pink inventory sheets must be submitted at the April Guild meeting in order to aid the Gift Shop Committee in planning for space requirements and display equipment needs.
5. The Official White Inventory Sheets with your completed list of items along with all items for sale must be personally delivered to the Civic Centre between 9 AM and 11 AM on Friday, May 11<sup>th</sup>, 2012. It is recommended that you make a copy of this final official inventory list for your records.
6. All items must be clearly and properly tagged with prices, Guild membership number and item number corresponding to the inventory list prior to delivery to the Civic Centre. (You will receive tags and instructions on completing those tags at the April Guild meeting.)
7. The Gift Shop committee reserves the right to reject items for sale or remove items for sale.
8. You must complete a volunteer shift at the Quilt Show.
9. Langley Quilters Guild assumes no responsibility for any items damaged, lost or stolen while at the show. Items will not be covered by the Guild's insurance and it is the individual's responsibility to obtain insurance coverage if desired.
10. In the event that items have been lost, stolen or unaccounted for from the Gift Shop, you will not be reimbursed.
11. All unsold items must be picked up between 5:15 PM and 6:00 PM on Saturday, May 12<sup>th</sup>, 2012. If you are designating someone to pick up your items, you must notify the Gift Shop committee at check-in time, in writing, with the person's name.
12. Items not claimed by the May 2012 general Guild meeting will be donated to charity.
13. Submission of Official Inventory Sheets indicates acceptance of these stated rules.

**Payments:**

Cheques will be issued to participants for items sold after a financial statement has been prepared. The cheques will be issued at the May Guild meeting, or by mail, in a timely manner.

**Dates and times to remember:**

- Friday, May 11, 2012, Set-up Day – All items must be delivered to the Civic Centre between 9 AM and 10 AM no exceptions
  - Friday, May 11, 2012, Open to the public 4:00 PM – 9:00 PM – All scheduled Gift Shop volunteers should arrive 15 minutes prior to their shift to learn their job.
  - Saturday, May 8, 2010, Open to the public 9:00 AM – 5:00 PM – All scheduled Gift Shop volunteers should arrive 15 minutes prior to their shift to learn their job.
- All unsold items must be picked up between 5:15 PM and 6:00 PM.

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