

Snowflake Boutique 2017 Consignment Packet

www.snowflakeboutique.org

SHOW DATES

Friday, November 3rd 1-8pm and Saturday, November 4th 9am-4pm

PLACE

Deschutes County Fair and Expo Center, North Sisters Bldg, Redmond, Oregon

CONSIGNMENT CONTACT

Randi Zlatkus, 541-788-4452, randizla@yahoo.com or

Tina Littlefield 541-447-1640, tmlittlefield@aol.com

Welcome to our 42nd year of the Snowflake Boutique. The purpose of the Snowflake Boutique is to provide a superior quality craft boutique that benefits our consigners, members and our local charities.

All items sold at the Snowflake Boutique are juried and must be at least 75% handcrafted by the consigner. Records and pictures are maintained of returning consigners to prevent duplication with new consigners. Special guidelines for food items are listed below.

2017 Jury Dates

All juries to be held at Highland Baptist Church
3100 SW Highland Ave, Redmond

May 20th, Aug 12th, Sept 9th, Oct 7th

These are all Saturdays, drop off at 9:30 am and pick up at 11:30 am

Monday Oct 16th. Drop off at 6:00pm, pick up at 7:30pm

Please bring two copies of your jury evaluation form filled out with items' description. If you need to make additional arrangements for jury, please contact Randi Zlatkus or Tina Littlefield.

The Snowflake Boutique and Highland Baptist Church are not responsible for items left at the jury or any damage that might be incurred.

New Consigners

The Snowflake Boutique juries all prospective items for sale to assure a high-quality show and maintain a good reputation with the public. This process also assures non duplication. All items must be at least 75% handcrafted or 75% improvement of an item by the consigner. For food items please see the special guidelines.

The Snowflake Boutique members set up the show, work the show and take it down. All items are displayed to show off all items in the best possible way. If you are interested in becoming a member please contact us.

You will be notified at the jury time if your items are accepted and a **\$60.00** registration fee is due at that time. A 20% commission fee is taken on all show sales. Please only bring the exact item that was juried to the show. See the **Check-In** and **Check-Out** procedures for dropping off and picking up your items. Other important information to be aware of is the **Inventory Sheet** and **Tagging** of items, see both of those sections. Instructions for both of these will also be given to you at the time of jury.

If your items are not accepted you will be notified on your jury date. Your jury evaluation sheet will be returned with comments and/or suggestions on the items that were not accepted. You may use this jury sheet to make corrections or alterations to your items and items may be resubmitted at a later jury date.

If you have display racks, props etc, they are appreciated, please let us know at the jury time so we may plan our space accordingly. If you don't know at time of jury then any time **prior** to the show set up is acceptable.

Payment for your sales, less the 20% commission, will be mailed no later than two (2) weeks after the show. Snowflake Boutique must be contacted by December 15, 2017 regarding any discrepancies. We take every precaution to provide a quality show, however we do not pay for any lost, stolen, broken, or missing items.

Returning Consignees

The registration fee of **\$50.00** is due from all returning consigners by **May 31st**. If consignment fee is not paid or other arrangements have not been made by **May 31st** we will assume you are not participating in this year's show and your items and patterns will be open for other consignees.

If after May 31st you decide to participate in the show please contact Randi Zlatkus or Tina Littlefield. When it is determined your items are not being duplicated and are accepted; the consignment fee will be **\$60.00** and is due at time of acceptance. A 20% commission fee is taken on all show sales.

If you bring a new consigner that sells at the show, you will be paid \$10.00 with your show earnings.

- ❖ Please review the **Food Items, Tagging, Inventory Sheet, Check-In and Check-Out** procedures as changes have been made.
- ❖ At the time of payment please provide a list of items you will be bringing that have been juried in the past. Items are to be re-juried every third year. Any new items must be juried and approved by the Jury Committee.

Please make check payable to Snowflake Boutique and mail with your item list to Snowflake Boutique, PO Box 70, Redmond, OR 97756

Food Items

- A copy of your current food handlers and kitchen license must be furnished to the Snowflake Boutique.
- All rules required by law for food handling and preparation must be adhered to.
- Item name, packaging date, weight, ingredients, and consigners name and address must be on each package.
- The Snowflake Boutique will pull one item of each product at random from your inventory and test for freshness. If the test fails, all of that product will be removed from the show.

Check-In Procedures

- ✓ Wednesday, November 1st 12:00pm-6:30pm and Thursday, November 2nd 9am-12:00pm or by appointment after 12:00 pm at the back door of the North Sisters Building at the Deschutes County Fair & Expo Center.
- ✓ To get to the North Sisters Building, go to the Main Entrance of the Fairgrounds off Airport Way (nearest Applebee's), proceed through the gate that says "No Admittance" at the Administration Office, this puts you at the rear entrance of the North Sisters Building.
- ✓ You will need to bring your inventory sheet (keep a copy for yourself) and a **sample tag**.
- ✓ Please print your name **boldly** and **clearly** on all boxes and containers
- ✓ Items will be reviewed at check-in or prior to placement in show. **Items not juried will not be placed in the show.**

Check-Out Procedures

- **Check out is from 7:00pm to 7:30pm on Saturday.** We apologize but **early pickup is not available** except for special extenuating circumstances which must be approved **prior** to the show.
- Space behind the building is limited for vehicles. Please park in the main parking lot, walk in and locate your items. You may then drive in for quick pick up of your items.
- Payment for your sales will be mailed no later than two weeks from the date of the show.

Boxing your Items

- **Please print your name boldly and clearly on all boxes and containers**
- Box fragile items with packing material such as tissue, newspaper etc. so it may be used for repacking if needed
- Box like items together. For example, place Christmas items in one box and label: Christmas. Kitchen items in another box and label: Kitchen, etc. Listed below are suggested categories:

| | | | |
|---------------|-------------------|-----------------|-----------|
| Christmas | Victorian | Woodland/Rustic | Garden |
| Kitchen | Fall/Thanksgiving | Primitive | Ornaments |
| Snowmen | Jewelry | Clothing | Other |
| Baby/Children | | | |

Inventory Sheets

1. Copies of the inventory sheet must be filled out listing every item that you will bring to the show. Blank jury sheet is enclosed. (see example below on how to complete)
2. Number the pages in the upper right hand corner. Each sheet has 25 items per page.
3. Fill out the personal information name, etc. and initials used on the tags (assigned at jury). Please place your stamp on the inventory sheet.
4. Date and check-in time will be filled out by check-in clerk at check-in time.
5. List each item you have for sale on your inventory sheet and its price tag number and price. If you have more than one like item, you may ditto below the first one (in the items column only).

SNOWFLAKE BOUTIQUE INVENTORY (**EXAMPLE**) Page# _____

NAME _____ INITIALS _____

ADDRESS _____

PHONE _____ CHECK-IN TIME _____ DATE _____

| TAG# | ITEM | PRICE | SOLD | LEFT |
|------|----------------|-------|------|------|
| 1 | Santa Ornament | 5.00 | | |
| 2 | " | 5.00 | | |
| 3 | " | 5.00 | | |
| 4 | Kitchen Towel | 6.00 | | |
| 5 | Soft Kitty | 12.50 | | |
| 6 | " | 12.50 | | |

Product Price Tag Instructions

1. Number **each** item you have for sale with its own individual number. No two items will have the same number. You will also be assigned initials during jury; place these on both the top and bottom on the front of the tag and on the lower portion of the back of the tag.
2. Fill out a price tag for each item as shown below. Please do not use any felt tip pen that smears when wet. Fill out the lower half of the price tag so it is a duplicate of the top half. Black ink is preferred.
3. Attach the price tag **securely** by the string to your item. Shorten all tag strings when possible. This is done by putting the tag on the item by the slip method, pull up on the string's knot and create another knot.
4. If it is not at all possible to attach by the string then it may be taped **only** across the top edge of the tag. If we are unable to **easily** remove the lower portion of the tag then you may not be properly credited for your sale.
5. **Prices must be in increments of 25 cents.** If price is not in 25 cent increments we will round down to the nearest 25 cents at the time of the sale.
6. On the back of the tag on the lower portion; we ask you use a stamp such as a symbol, animal etc; this saves time when the tags are sorted for the count of all participants' sales.
7. Tags are available from the Snowflake Boutique and come in lots of 100. The current price is \$1.00 per hundred but may be more if prices continue to increase. They may be purchased at any jury date or please contact Randi Zlatkus or Tina Littlefield. If tags are mailed postage will be added to the total due for the tags.
8. If your item could be mistaken as a child's toy please print "This is not a Childs Toy" tag from www.snowflakeboutique.org; these are made to fit on the back of the tags.

| |
|-----------------|
| ○ |
| ABC ★ |

| | |
|----------------------------------|--|
| No. <u> 33 </u> <u> ABC </u> | |
| STYLE <u> Angel </u> | |
| SIZE <u> Ornament </u> | |
| PRICE <u> 12.00 </u> | |
| No. <u> 33 </u> <u> ABC </u> | |
| STYLE <u> Angel </u> | |
| SIZE <u> Ornament </u> | |
| PRICE <u> 12.00 </u> | |

Sample tag back with complete information. This example shows ABC as your assigned initials and the star stamp as your unique stamp matched with your initials. The stamp is not required but very helpful for the after sales inventory.

Sample tag front with filled in information. Begin tags with No. 1 and your assigned initials, continue in numerical order. Sample is 33rd item on inventory sheet. Style and Size: Be brief but precise so your item can be matched with its tag.

Snowflake Boutique 2017 Participation Agreement

This form is due at check-in

Snowflake Boutique is a non-profit, charitable organization, organized for the purpose of making crafts and food products made by its members/consigners. As conditions of participation in Snowflake Boutique, the member/consigner signing below agrees to the following terms:

1. Member/consigner agrees to save, defend, indemnify and hold all other members/consigners, their spouses, heirs and assigns harmless from any liability claims resulting from or related to the individual.
2. Member/consigner certifies by signature below that member/consigner has used and will continue to use due care in manufacture, preparation, packaging and distribution of the individual members/consigners crafts and foods, performing strict quality control inspections of finished products, placing visible and obvious warning on any products, especially toys, that could cause foreseeable injury or illness if used in a particular manner or used by an inappropriate age group, and packaging food products carefully so as to prevent the introduction of harmful bacteria.
3. Member/consignor acknowledges by signature below that Snowflake Boutique is not responsible for the activities of each individual member, and that it is therefore in the best interest of all members to use due care in the preparation of the products for sale. Member/consigner acknowledges that there are certain risks inherent in manufacturing, preparation, packaging and distributing crafts and foods for the general public, and member/consigners freely and voluntarily assumes all risks, whether known or unknown, as a condition of participation.
4. Member/consigner acknowledges by signature below that while their crafts, food products and other personal property is at Snowflake Boutique, the member/consigner assumes full responsibility for any damage to their crafts, food products or other property. "Damage" includes, but is not limited to, breakage, theft, fire or vandalism.
5. Member/consigner agrees to terms in jury packet for drop off, pick up, tagging of items, pricing and bringing only items that have been pre-approved by the jury committee at a jury meeting.
6. Snowflake Boutique is required to send 1099 forms for sales over \$600.00. These will be issued in January. You are responsible for the reporting of income earned and Snowflake Boutique will not be liable for any non-reported income. Snowflake Boutique will turn over all records to the Internal Revenue Service in the event of an audit.

I have read and agree to the above statement.

Print your name _____ Date _____

Sign your name _____ Initials for 2017 show _____

