

Comforters' Keepsakes Commitment Form

Comforters' Keepsakes is pleased to accept your handmade items for sale.

Merchandise must be priced by the Southern Comforters Quilt Guild member submitting items for sale, hereafter referred to as "Contributor". A \$4.00 donation will be deducted from each Contributor's total earnings and retained by Southern Comforters. The contributor must also contribute 2 hours of volunteer time at the show.

Payments will be made to each Contributor by check or cash. After the show, all sales tickets (bearing the Contributor's initials and item number) will be totaled and payments will be made to the Contributor as soon as possible.

All reasonable care will be taken of merchandise, but merchandise is left at the Contributor's risk. Contributor releases Southern Comforters and Comforters Keepsakes of any and all liability for damages or loss incurred before, during or after the event.

PLEASE SIGN:

I have read the attached rules and agree to accept them as applicable to all merchandise I will place for sale with Comforters' Keepsakes.

SIGNATURE: _____ DATE: _____

Please type or print clearly. The initials shown below must be used on your tags (see p.2, #3); please use 3 initials

NAME: _____ INITIALS: _____

EMAIL: _____ PHONE: _____

List the types of items you will be selling and an approximate quantity. This is just a general list so the chairperson will have some idea of what expect on Friday night:

Submit this commitment form to Barbara Dahlberg by March 18, 2020. Submit your final inventory sheet with your tagged items on Friday, March 20 between 5 and 7 pm to Barbara Dahlberg, Comforters Keepsakes Chairperson.

RULES AND REGULATIONS - COMFORTERS KEEPSAKES

Comforters Keepsakes invites you to sell your handmade merchandise at Southern Comforters' Quilt Show at Bowie High School Annex on Saturday March 21, 2020, 10-5 and Sunday March 22, 2020, 11-4. Items must be handmade; (purchased quilt-related items can be sold in Out of the Attic). Some examples are quilts or quilted items (table runners, placemats, wall hangings, bed quilts, Christmas tree skirts, etc.), country items made from fabric (dolls, bunnies and the like), knitted, crocheted or embroidered items; handmade jewelry or other handmade items.

Please read the following rules and regulations carefully.

- 1. Commitment Form** - Submit your signed commitment form by **March 18, 2020** to Barbara Dahlberg by email to barbaradg@comcast.net. All items submitted for sale must be approved prior to the event date. The Comforters Keepsake Committee reserves the right to refuse to display any items that have not been pre-approved. Please do not show up with items for sale on Friday night that Barbara knows nothing about.
 - 2. Contributors Donation (of time and money)** - A four dollar (\$4.00) donation and two hours (2 hours) of your time during the quilt show are required. PLEASE USE THE VOLUNTEER SIGN UP FORMS and sign up to help at Comforters Keepsakes. If the CK slots are full, you can sign up for any other volunteer position.
 - 3. Tag Items for Sale** - Please use stringed tags at least 3/4" square securely attached to the merchandise, but easily removable. All tags must be clearly printed with:
 1. Contributor's initials as provided on the commitment form
 2. ITEM NUMBER (from the inventory sheet) Note: PLEASE help Barbara with calculating your sales by having the item # on your tag.
 3. The price.
 4. Dimensions, if applicableNote that at least the first three things must be on each tag.
- Please price the items with a price in increments of \$0.25 (\$5.50, not \$5.18); it makes computations at the time of sale easier. Keep in mind that the price includes the 6% MD sales tax which will be deducted from your total receipts. So if you charge \$ 5.50 for an item, you will receive \$5.18 for that item. Please do not show up with untagged items on Friday night.
- 4. Inventory Sheet** - Number items on the inventory sheet. You do not need to list each item separately; group like items for which the price is the same under one item number. For example, if you have 4 necklaces for sale that you are pricing at \$20 each, they can all be item #1 on your inventory sheet, with "necklace" under Item Description, 4 under quantity and \$20 under Price per item. The last column is for CK use after the booth is closed.
 - 5. Deliver your items** - Tagged merchandise and completed inventory sheets are to be delivered to Barbara Dahlberg at Bowie High School Annex on **Friday, March 20 between 5-7 pm**. If you cannot be there then, please arrange to have someone deliver the items for you.
 - 6. During the Show** - Restocking during the show will be done periodically to give everyone equal opportunity. All reasonable care will be taken of merchandise, but merchandise is left at the Contributor's risk. **Contributor releases Southern Comforters and Comforters Keepsakes of any and all liability for damages or loss incurred before, during or after the event.**
 - 7. Pick Up Unsold Merchandise** - Unsold merchandise MAY NOT BE REMOVED from the exhibit until **Sunday March 22 at 4 p.m.** Please make arrangements to pickup your items after the show has closed at 4 p.m. Please indicate on the inventory sheet who will pick up your unsold items.
 - 8. Payments** - Payments will be made to each Contributor, by check or cash. After the show, all sales tickets (bearing the Contributor's initials and item number) will be totaled and payments will be made to the Contributor as soon as possible.
 - 9. Questions** - If anyone has further questions, please contact Barbara Dahlberg (410-451-4571); barbaradg@comcast.net

COMFORTERS' KEEPSAKES

Inventory Sheet

List each type of item on a separate line (use the back of this sheet if necessary); the item number is to be recorded on the tag attached to each item (see instructions for how to tag items). Turn this sheet into Comforters' Keepsakes on Friday night with your items. Make a copy for your records.

Item #	Item Description with Dimension (if applicable)	Quantity	Price per item (including tax)	# sold (CK use)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				

Checked in by _____ (all items & quantities to be checked)

Amount paid to customer _____