

2023 Guild Table Instructions

Attached is the form for the 2023 Guild Table.

This year, each item (except books or magazines) will need to be in a zip lock bag. Each item will need to be itemized on a recipe card (or some kind of stiff paper) that is perforated down the center. Your detailed description (including “panel”, “1 meter” “20 – 5” squares” etc.), along with your Vendor # and Price will need to be written on **both** sides of the card. When your item is sold, we will take one half of the card.

You will need to have the same type of card taped to any books or magazines. Please tape the card down one side so we can easily rip off half of the card to track the sale. This will be a much easier way to track items sold. When you pick up your items (if you have any left) after the show, you will get “half of the card” back so you will know exactly what you have sold.

“PLEASE NOTE: IF YOUR ITEMS DO NOT SELL, YOU MUST TAKE THEM WITH YOU. THE GUILD WILL NOT BE TAKING ANY DONATIONS OF UNSOLD MERCHANDISE.”

All information will be in a spreadsheet and you will receive a print out of what you have sold and what you have left.

If you have any questions, please do not hesitate to call me.

Sharlene

On membership list if you can't find your list please contact prairieheartsquilters@yahoo.ca for her information.

Example of Card:

Vendor # 1234	Vendor # 1234
Complete Description of item	Complete Description of item
Price: \$1.00	Price: \$1.00

2023 - Vendor Name & Phone Number	Assigned Vendor #	Quantity	Asking Price per item
Item Description:	#		\$
Item Description:	#		\$
Item Description:	#		\$
Item Description:	#		\$
Item Description:	#		\$
Item Description:	#		\$
Item Description:	#		\$
Item Description:	#		\$
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