

VICTORIA QUILTERS' GUILD  
CITY OF GARDENS QUILT SHOW 2022  
GUILD STORE INFORMATION SHEET

Location: George R Pearkes Arena

Sale Co-ordinators: Susan Teece, Lois Toutant, Ursula Riegel, LaVerne Mullane, Julie Hillsden , Karen Dearborn, Amie Starchuk and Pam Teasdale.

Check-in of Goods: Wednesday August 3<sup>rd</sup> 3-5pm **NO ADVANCE CHECK-IN**

Store Set-up Thursday August 4<sup>th</sup> 10am - 2pm

Sale Hours: Friday August 5th 10am -5pm  
Saturday August 6th 10am -5pm  
Sunday August 7<sup>th</sup> 10am –3pm

Check-out of unsold goods: Sunday August 7th 3.30-4.30pm  
Goods **MAY NOT** be checked out before end of sale and **MUST** be checked out before they are removed from the Arena

Commission: 15% of total sales will be retained by VQG

Check-in: All items for sale – complete with inventory sheets and sale tags securely fastened (no straight pins) – are to be checked in at the above time.

Volunteers: Every seller will be required to work a minimum of one 4 hour shift on sale days. Please **check-in** when you arrive to work your shift with the volunteer coordinator. If you are submitting more than 100 items, you should sign up for at least two shifts – one of which is either set-up or take-down.

Shift Times:

|          |   |
|----------|---|
| Thursday | 10am – 2pm – Set up   |
| Friday   | 9.45am – 1.30pm - Sale<br>1.15pm – 5pm – Sale                       |
| Saturday | 9.45am – 1.30 pm - Sale<br>1.15 pm – 5pm – Sale                     |
| Sunday   | 9.45 am – 1.30 pm – Sale<br>1.15 pm – 5pm –Sale/Take-down/Check-out |

**NOTES:**

- 1. If you sign up for sale/take-down/check-out shift, your own items will be checked out last.**
- 2. If you sign up for Cashier, you will be required to be trained to use the Square**

Cheques: Please attach a stamped, self-addressed envelope to your inventory sheet(s).