

VICTORIA QUILTERS' GUILD  
CITY OF GARDENS QUILT SHOW SALE 2026 –  
INFORMATION SHEET FOR STORE VENDORS

Location: Pearkes Recreation Centre  
3100 Tillicum Road, Victoria BC

Sale Coordinators: Guylaine Forman, Jacquelyn Jacobi

Check-in/Drop-off: Wednesday May 6th 2:00pm – 5:00pm

Set-Up: Thursday May 7th 10.00am – 2:00pm

Sale Hours:  
Friday May 8th 10.00am – 5:00 pm  
Saturday May 9th 10:00am – 5:00pm  
Sunday May 10th 10:00am – 3:00pm

Check-out of unsold goods: Sunday May 10th 4:00pm – 5:00pm  
Goods **MAY NOT** be checked out before end of sale and **MUST** be checked out before they are removed from the Rec Centre

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.

Advance Check-in: If you have more than 100 items for sale, **contact one of the sale coordinators** at least one week before the sale to arrange for an advance check-in.

Volunteers: Every seller will be required to work a minimum of one shift on sale days. Please **check-in with Guylaine or Jacquelyn** at least 15 minutes before your shift. (check-in sheets in Store) 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.

<u>Volunteer Shift Times</u>	Wednesday	2:00pm – 5.00pm – Check-in (5volunteers) and Drop Off (2 volunteers), plus 1 door volunteer for back door
	Thursday	10.00am – 2:00pm – Set-up (5 volunteers)
	Friday	9:45am – 1:30pm – Sale (2 Cashier, 4 floater/packer) 1:15pm – 5:00pm – Sale (2 Cashier, 4 floater/packer)
	Saturday	9:45am – 1:30pm – Sale (2 Cashier, 4 floater/packer) 1:15pm – 5:00pm – Sale (2 Cashier, 4 floater/packer)
	Sunday	9:45am – 1:30pm – Sale (2 Cashier, 4 floater/packer) 1:15pm – 3:00pm – Sale (2 Cashier, 4 floater/packer) 3:00pm – 5:00pm – (4 Take down, pack up, check out, pick up) plus 1 door volunteer

## **Volunteer Information:**

VQG members with items for sale in the quilt store at our show are expected to volunteer to help. This includes helping with set-up, organizing, maintaining a clean attractive display of sale items, intermingling with customers, selling the virtues of quilting and the Guild, operating the cash desk, and processing credit card sales on Square. Pick those tasks best suited to your abilities. Helping with set-up requires the ability to climb a ladder. Store volunteers must be able to interact graciously with shoppers while being mindful of shoplifting.

## **NOTES:**

- 1. If you sign up for Check-in, your items will be checked in starting at 2:00pm, before you start your volunteer shift.**
- 2. If you sign up for check-out and take-down, your own items will be checked out last.**
- 3. If you sign up for Cash, you will be required to attend a short training session on the use of the Credit/Debit Card machines.**
- 4. Quilts sold from the Show will have a procedure for taking funds in the Store and release of the quilt at the end of the show to the purchaser. This procedure will be available at the Store cash desk.**

**CHEQUES: PLEASE HOLE-PUNCH YOUR INVENTORY SHEET(S) AND ATTACH A STAMPED, SELF-ADDRESSED ENVELOPE WITH A PAPERCLIP – NO STAPLES PLEASE!!**

## **Inventory Sheets**

Please use the inventory sheets on the following two pages to record your items for sale.

- Use the blue inventory sheet to record items priced \$75 and over. Please print these pages on blue paper.
- Use the white inventory sheet to record items priced under \$75. Please print these pages on white paper.
- Procure sale tags for your quilted items from Guylaine. They will be available on Stitch Days as well as General Meeting days.



