



BROWARD QUILT Expo

P.O. Box 460621
Fort Lauderdale, FL 33346-0621
www.browardquiltexpo.com

BQE-tique Guidelines

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Guild ID Codes:

CS = Coral Springs

ES = East Sunrise

QP = Quilting in the Pines

SS = Southern Stars

WB = West Broward

SFM = South Florida Modern

The tags you have been given are to be filled out and attached securely to the items you are presenting to BQE-tique to be sold. Please write clearly and use smear-proof ink. If we can't read it or identify it, then we can't pay you.

How to fill out the tag front and back:

1. The front of the tag requires an ID. The ID is your three initials and your guild initials.
For example: Alice B. Jones from East Sunrise would be ABJ-ES.
2. After the ID is a number for *each* item you submit to BQE-tique.
For example: ABJ-ES1, ABJ-ES2, ABJ-ES3 and so on.
3. *Important:* If you belong to more than one guild, please make sure the color tag and guild name match each item for each guild.
4. On the bottom of the tag back, please put your ID code/number and price.

Tag Front

No.	<u>ABJ-ES1</u>
Style	<u>wall quilt</u>
Size	<u>30" x 40"</u>
Price	<u>\$50.00</u>
<hr/>	
No.	<u>ABJ-ES1</u>
Style	<u>wall quilt</u>
Size	<u>30" x 40"</u>
Price	<u>\$50.00</u>

Tag Back

<hr/>
ABJ-ES1
\$50.00

Release Form

Broward Quilt Expo, Inc. reserves the right to refuse to accept any items that are not of quality workmanship, or deemed unrelated. Broward Quilt Expo, Inc. will assume no liability for loss or damage by any cause, to any item that is left on a consignment basis.

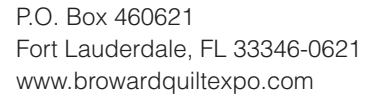
Name _____

Address _____

City _____ State _____ Zip _____

Phone(s) _____

Tag ID Code Numbers _____



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Phone(s) _____

Date _____



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Expo

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BQE-tique Guidelines & Helpful Hints

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PLEASE READ THROUGH THESE GUIDELINES AND HELPFUL HINTS FOR 2017 – They will help insure a successful sale!!

Broward Quilt Expo will be accepting items for the BQE-TIQUE store on a consignment basis. Quilts, large or small, new or old will be accepted. We are also looking for quilt tops, wall hangings, pillows, placemats, pot holders, aprons, pillow cases, holiday items, UFO'S, orphan blocks, and other quilt related items to sell. A maximum of twenty-four (24) of the same item is allowed (i.e. no more than 24 pincushions). Books, notions, fabric, and similar items will not be accepted, as they are sold by the vendors, and we are not to compete with their wares.

Broward Quilt Expo will be charging a 15% consignment fee in items sold by guild members. Each member will determine her own selling price of each item to be sold in the store.

All items must be tagged with the official BQE-TIQUE colored tags. Tags will be distributed at Guild Meetings, starting in December. Items must be checked-in on Wednesday, March 8, 2017 at the War Memorial Building between 9:00 a.m. and 12:00 noon. **NO ITEMS WILL BE ACCEPTED DURING THE EXPO.** The release form must be signed and turned in with a completed official inventory list at the time of check-in. The entire inventory sheet needs to be clear and correct; the more detailed the inventory sheet, the better it is for keeping track of items.

Tags must be attached very firmly. Small gold pins **DO NOT WORK**. Large pins going in and out of the tag, not pinned in just the hole only, stay on better. Tags cannot be inside a bagged item, as we need to retrieve that tag, so you can be paid. If stapling your tags, must do staple at least 2 times. When shoppers look through small items, stapled tags come off easily.

No one will be allowed in the sale booth area before the show on Thursday or after the show closes on Saturday. Please do not line up **IN** the store before the show closes! BQE-tique staff will collect your items at the end of the show; all unsold items **MUST** be picked up within **one hour** after the Expo closes on Saturday, March 11. (Checks will **NOT** be issued at the show, but will be sent out by mail by the BQE Treasurer as soon as all inventory information is rechecked.)

PLEASE: Remember all items for sale must be clean, neat, and tagged correctly. If your item[s] are found to be in a non-saleable, unready condition, BQE-TIQUE will not accept them.

Inventory lists, the release form, and correct tag format can be found on www.browardquiltexpo.com if you would like to fill out the forms ahead of time. You may also bring them to War Memorial Auditorium on Wednesday, March 8, 2017 and fill them in there, before turning your items in.