

# Bough & Dough Shop 2022 Information Sheet

**Dates:** November 18 through December 11, 2022 (tentative)

**Hours:** 10 AM – 5 PM Wednesday-Sunday (tentative)

**Place:** The Hexagon House, 530 Amherst St., Winchester, VA (tentative)

**What is the Bough and Dough Shop?** The Shop is a boutique-style holiday gift shop held as part of Preservation of Historic Winchester's annual Holiday House Tour. This year the shop dates coincide with ticket sales for the tour plus one week after.

**Are there any fees for artists or shoppers?** Entrance to the Shop is free for customers. The Shop operates on a consignment basis for artists. The Shop collects and pays Virginia sales tax and is a licensed business in Winchester.

**What is the consignment?** Consignment is 25%. The remaining 75% goes to the vendors.

**What are the funds used for?** Tour tickets and shop sale consignments fund our organization's preservation programs and operating expenses.

**Who runs the Shop?** The Shop is run by volunteers from PHW. Artisans are **not** required to attend or run a booth, only to drop off items. Sandra Bosley, PHW's Executive Director, will be coordinating the Shop this year. She can be reached at 540-667-3577 or [phwinc.org@gmail.com](mailto:phwinc.org@gmail.com).

**Inventory:** Space may be limited, so we are only accepting specific items from each artist. We strongly encourage prospective artisans to focus on ornaments, holiday/winter décor items, and items suitable for gift-giving.

**Tagging:** Make sure your items are priced with your business cards or initials (TBD when the artist lineup is completed). Please bring an inventory list with prices in case a tag is lost.

**Item Set Up:** We hope to be able to utilize the whole first floor, but in a worst-case scenario, vendors will be located in the kitchen of the Hexagon House. The fresh cut greenery and wreaths will be at the rear porch.

**Misplaced Items:** Items that are left behind during artist pick-up will be found in PHW's cleanup. We will notify artists that we have found an item when checks are ready so you can pick up both at the same time.

**Accounting Questions:** We strive for zero errors on our artist payouts. Should you notice discrepancies from what you expected, please let us know ASAP and we will investigate.

## Important Dates to Remember

**Item Drop-Off:** November 1-17

**Shop Opens:** November 18

**Shop Closes:** December 11

**Item Pick-Up:** After 5 PM on December 11; pick-ups may be arranged the week after as well.

**Payment:** Checks are usually finalized a week after the shop closes, barring case by case questions. Please let us know if you prefer to pick up your check at PHW instead of having it mailed.