

2011 Annual Sale Rules and Regulations

- I. **PREMISE:** To provide an opportunity for all current members of the guild to participate and to give the public an opportunity to experience the richness, variety, and unique qualities of fiber arts through excellence of craftsmanship and originality of design.

II. MEMBER ELIGIBILITY

- A. Dues must be paid by **September 16** to ensure that you are eligible to participate in this year's Sale.
- B. All participants will use their personal identification number (PIN) on all guild hang tags and inventory sheets. Your PIN is printed on your *Beat* address label. If there is no number, please contact the Membership Chair, Elizabeth Shoeman at 303-774-8664 or etshoe@frii.com
- C. All participants are expected to contribute time and talents to the Sale. Sign-up sheets will be available at day and night guild meetings in September and October. You may also call Wendy Hall, the Sign-up Chair, to sign up at 303-447-8797 after August 1. See shift requirements included here. If you fail to fulfill your work obligations, an additional 15% will be assessed.
- D. Each participant agrees that the Set-up Committee has sole responsibility for displaying all inventory brought to the Sale. Artists' concerns may be resolved through the following procedure:
 Step 1. Consult with the Set-up Chair or Day Manager. If not satisfied,
 Step 2. Consult with the Sale Chair/Co-chair. If still not satisfied,
 Step 3. May appeal to the Ombudsman who will consult with the Sale Chair/Co-chair on the artist's behalf. Results of this consultation are final.
- E. Shift Requirements:
 Members are required to work maximum shifts determined either by the number of items or dollar amount—whichever is higher.

SHIFTS	# OF ITEMS	DOLLAR AMOUNT
1	1 - 10	no dollar limit
2	11 - 50	\$1 - 1,000
3	51 - 100	1,001 - 2,000
4	101 - 150	2,001 - 3,000
5	151 - 200	3,001 - 5,000
6	201 - 250	5,001 - 7,000
7	251 - 300	7,001 - 10,000
8	301 - 350	10,001 - 15,000
9	351 - 400	15,001 - 20,000
10	401+	\$20,001+

III. STANDARDS OF ACCEPTANCE (revised 05/18/2011)

- A. All items must be created by a member or members of the Guild. Collaborative work will be accepted provided all artists are Guild members. Items completed under supervision or employment of a non-member will not be accepted.
- B. All items must be predominantly fiber, traditional or non-traditional fibers, and/or be of interlacement technique or members' fiber-related instructional books/DVDs and patterns. Items must belong to one or more following categories: Appliqué; Piecing or Quilting; Bead Weaving (no strung beads); Embroidery or Stitchery; Felting; Knitting or Crochet; Lace or Knotting; Painted or Dyed; Handmade paper; Handspinning; Weaving or Interlacement; Natural Fleece techniques, or dye plant material.

- The appearance of purchased materials and 50% or more of the surface of commercially dyed or printed fabrics must be significantly changed by extensive use of one or more of the above techniques.
 - Plain sewing of commercial fabrics will not be accepted unless as part of an outfit, such as a blouse for a hand woven suit.
 - All purchased blanks (i.e. scarves, tote bags, clothing, etc.) must be of high quality with threads dyed to match.
 - All natural fleece, batts, roving, combed fiber and yarn must be clean and odor free. Preparation must be substantially made by a member or members of the Guild.
 - All plant material must be cultivated and harvested by a member or members of the guild, labeled and sealed in plastic bags.
- C. None of the following items will be accepted:
- Commercially produced kits, T-shirts, sweatshirts, sweatpants, socks, baskets and wreaths, wooden boxes, or imports of any kind.
 - Calendars, videos, or items containing photocopies or other representations of an artist's work.
 - Items entered in the Sale for three consecutive years. These items may be altered to create a completely new appearance, however.
- D. All items must be original in concept or of historical or ethnic derivation.
- E. Similar or like items will be displayed at the discretion of the Set-up Committee or the Day Manager. There is very little storage space. Therefore, you may restock items during additional inventory check-in times.
- F. All items must possess the following characteristics:
- Be finished, clean, and pressed if appropriate.
 - Be new, not used or worn.
 - Have no odors other than those inherent to the materials. No odors such as camphor, mothballs, smoke, Febreze, or perfume.
 - Scented items, such as potpourri, must be in a sealed plastic bag to keep scents from transferring to other items.
 - Be safe for intended use.
 - Be free of technical errors.
- G. All items must be ready for exhibition/installation and sale. Guild hang tags must be attached securely with perle cotton or other heavy string (no sewing thread).
- H. All hats must have the Guild hang tags attached to the top of the hats or attached so the tags are highly visible when hats are worn.
- I. All jewelry must be mounted on a card to help prevent theft and must be labeled with materials used, in consideration of those with allergies.
- J. All yarn sold by the skein must include weight and yardage specifications, as well as fiber content in consideration of those with allergies.
- K. It is suggested that size be put on garment labels. This guide is for width of back of garment. Small-20", Medium-22", Large-24", XL-26", XXL-28"
- L. Care and Content Labels
- To be sewn on all items as required by federal law. See below. Use your own sew-in label or purchase at Shuttles, Spindles & Skeins.
 - Records must be kept on file for at least three years containing:
 - Percentage of fiber by weight and a sample of the fiber.
 - Date, source, and quantity of raw materials purchased.
 - Date of manufacture and date of sale of item.
 - Even items exempt from Federal labeling regulations must carry a tag showing fiber content and care. These tags are a courtesy to our customers who may be allergic to certain fibers. They do not need to be permanently attached unless required by Federal regulations.

FEDERAL TRADE COMMISSION REGULATIONS: FTC Regulations require handcrafted fiber items to carry securely attached, legible, conspicuous and non-deceptive label(s). “All textile wearing apparel used to cover or protect the body, except shoes, gloves and hats, scarves and small shawls” must be labeled. Items such as handkerchiefs, belts, suspenders, and neckties are excluded because they are not used to cover or protect the body. The label(s) must contain three main types of information:

- Producer’s name
- Fiber content, in order of percent by weight and generic name. Imported fiber must be listed, (i.e., “Made in the USA with imported fibers.”)
- Care instructions, washable and securely attached, including wash, dry, iron, bleach instructions and special warnings
- Exemptions include rugs, table linens, wall hangings, toys, blankets, pillows, purses, shoes, gloves, and hats

M. Standards Review

- Standards Committee members will be at Sale Orientations at the May, September, and October day and night Guild meetings and at Sale Check-In to review members’ work. You may contact members of the Standards Committee at any time if you have questions and cannot attend these meetings.
- The Standards Committee members are responsible for interpreting the Standards of Acceptance and assisting members in meeting the Standards. In keeping with the premise of the HGB Sale, the Standards Committee reserves the right to disallow any item that it deems unacceptable. During Set-up and the Sale, an item may be removed from the sale floor if it is deemed unacceptable. The decisions of the Standards Committee may be appealed to the Ombudsman who will consult with the Standards Committee on the artist’s behalf. Results of this consultation are final.

IV. Inventory Sheets

Inventory Sheets may be downloaded and filled out using a computer *or* photocopied and filled out by hand. Printouts/copies must be on white paper. The Sale will not accept Inventory Sheets that are created by the artist; use either the downloadable file or the print copy of the Inventory Sheet provided by the Guild.

The Inventory Sheet may be downloaded from the HGB website, www.handweaversofboulder.org. Downloaded Inventory Sheets can be printed and filled out by hand or filled out using Excel. Both Word and Excel formats will be available for download.

Alternatively, if you don’t have access to a computer, a hard copy (paper copy) of the Inventory Sheet is included with the printed sale packet available at fall meetings.

Handwritten or computer-generated Inventory Sheets are to be filled out using one line for each inventory item. Be sure to make a photocopy (or save a file) of your Inventory Sheets when you have finished filling them out. Instructions for completing Inventory Sheets are shown on the next page.

Check In and Late Check In lines will be filled in by Sale personnel.

Check one of these three boxes depending on the type of inventory sheet you are creating

Sale personnel will fill out the Strickler Inventory sheet. Artist only needs to complete the Strickler Donation Hang Tag (See Section V- Hang Tags)

Handweavers Guild of Boulder 2010 Annual Sale Inventory Sheet

Inventory category (Check one. Enter only one type of inventory per sheet.)

Artist Inventory Showcase Entry Strickler Donation

Check In: # Shifts required _____ # Shifts working _____ Initials _____

Late Check In: Date _____ Extra Shift? _____ Initials _____ Standards _____

Artist Name _____ PIN # _____

Street _____

City _____ State _____ Zip _____

Phone _____

Do not fill in the gray columns (In, Date Sold, and Out). These are filled in by Sale personnel.

In	Inv. #	Item Code #	Type of Item and Description	Price	Date Sold	Out
				1		
				2		
				3		
				4		
				5		
				6		
				7		
				8		
				9		
				10		
				11		
				12		
				13		
				14		
				15		
				16		
				17		
				18		

3 or 4 digit number from Item Code List. First 2 digits are the type of item, the next 1 or 2 digits are the technique used. For Showcase items use "95" for the item classification followed by the 1 or 2 digit technique code.

Use whole dollar amounts. Price similar items the same amount. Prices cannot be changed after inventory check-in.

Brief description to aid in identification of item in case of lost hang tag.

Must be numerical only. Number items consecutively starting with the number "1". No letters are accepted. If you have other numbering systems, please do not use them in this sale.

Total # items this page _____

Total value this page _____

Total # items all pages _____

Total value all pages _____

Page ____ of ____

Remember to fill in these last columns, indicating the number and value on this page and the total number and value on all pages.

Handweavers Guild of Boulder 2011 Annual Sale Inventory Sheet

Inventory category (Check one. Enter only one type of inventory per sheet.)

Artist Inventory
 Showcase Entry
 Strickler Donation

Check In: # Shifts required _____ # Shifts working _____ Initials _____
 Late Check In: Date _____ Extra Shift? _____ Initials _____ Standards _____

Artist Name Jane Doe - Sample	PIN # 319
Street 4 Best View	
City Boulder	State Co ZIP 80304
Phone 303-443-0000	

In	Inv. #	Item Code #	Type of Item and Description	Price	Date Sold	Out
	1	324	Red slinky crocheted dress	1	\$300.00	
	2	599	Brown and yellow woven placement set of 4	2	60.00	
	3	425	Yellow lace shawl	3	225.00	
	4	694	Green and white knit towel with duck	4	30.00	
	5	200	Pink baby with rattle quilt	5	120.00	
	6	663	Green felted frog with princess	6	75.00	
	7	630	Abstract black and red quilted potholder	7	20.00	
	8	918	Red hand spun rabbit fur skein	8	25.00	
	9	916	Sky blue hand dyed wool skein	9	12.00	
	10	929	Black braided dog leash	10	30.00	
	11	699	Mountain tapestry in greens	11	350.00	
	12	344	Tan with red flower knitted hat	12	45.00	
	13	213	Blue felted baby booties	13	30.00	
	14	462	Red/yellow embroidered sweater	14	150.00	
	15	661	Purple beaded flower	15	65.00	
	16	3511	Blue woven jacket with bird motif embroidery	16	250.00	
	17	827	Handmade paper card with flower seed	17	10.00	
	18	416	Geometric fall colors painted silk scarf	18	50.00	
	19	743	Standing felted Santa	19	45.00	
	20	300	Soft greens full length appliquéd cape	20	230.00	

Total number items this page 20

Total value items on this page \$ \$2122.00

Total number items all pages 44

Total value items all pages \$ \$4056.00

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V. **HANG TAGS**

Hang tags are provided by the Guild and must be used on all items submitted, including Christmas ornaments and jewelry. Please use the hang tags provided by the Guild. Do not place stickers or labels on the tags, however you may add your own artist hang tag or business card along with the Guild hang tag.

Tags will be available at the September and October meetings, at Shuttles, Spindles & Skeins, or by mail. If you cannot pick up tags before the Sale, contact the Inventory Chair to have them mailed to you.

Please return unused tags.

Samples of properly filled out hang tags for artist inventory and Strickler donations are shown below. Description must include technique category.

Artist Inventory Hang Tag

General

Handweavers Guild of Boulder		P.I.N. <u>Membership #</u>
Name <u>first and last name of artist</u>		
Inv. # <u>number written on inventory sheet</u>	Item Code <u>3 or 4 digit number that refers to item type and technique.</u>	
Description <u>same as listed on inventory sheet, used to aid identification of item if tag is lost. Use words to include technique used. (ex. machine knitting)</u>		
Price: <u>whole dollar amount from inventory sheet</u>		

Example from line 1 of sample Inventory Sheet

Handweavers Guild of Boulder		P.I.N. <u>319</u>
Name <u>Jane Doe</u>		
Inv. # <u>1</u>	Item Code <u>324</u>	
Description <u>Red slinky crocheted dress</u>		
Price: <u>\$300.00</u>		

Strickler Donation Hang Tag

Handweavers Guild of Boulder		P.I.N. <u>43</u>
Name <u>Strickler</u>		
Inv. # <u>leave blank</u>	Item Code <u>3 or 4 digit number that refers to item type and technique.</u>	
Description <u>Artist name, brief description used to aid identification of item if tag is lost. Use words to include technique used. (ex. machine knitting)</u>		
Price: <u>whole dollar amount from inventory sheet</u>		

Additional Requirements and Tips for Hang Tags:

- Keep pricing simple. A dollar or two difference between items that appear to be the same should be priced the same to avoid confusion.
- No price changes on items entered in the sale or on identical items that are brought in after the sale begins.
- Attach tags firmly using strong thread like perle cotton.
- Do not use pins or staples to attach tags.
- For greeting cards, use tape to attach tags to the clear sleeves covering the cards.
- Always use fresh tags, including any personal tags.
- Do not leave tags from other venues on your work.

VI. INVENTORY CHECK-IN

Check-in day is Monday October 31, from 8:00 AM to 3:00 PM. To check-In from 3:00 to 7:00 PM, make arrangements with the Inventory Chair, Jana Rezucha before October 31. Jana can be reached by phone at 303-413-1990.

Note: Members with more than 200 items must contact the Inventory Chair to make an appointment to check in.

Additional inventory check-in day is Friday November 4 from 9:00 to 11:00 AM. You may only check in inventory on this day if you already have inventory checked in as of October 31st.

- Do not bring children to check-in.
- Please be as organized as possible at check-in: have all inventory sheets, hang tags, and the W-9 form filled out completely, hang tags affixed, and for large inventories requiring multiple Inventory Sheets, have your physical inventory arranged in groups of 20 corresponding to page number of the item.
- No item may be removed from the Sale before Check-out on November 6, except at the request of the Standards Committee. During Set-up or the Sale, some items may be removed by the Standards Committee for non-compliance, errors, lost tags, poor workmanship or damage. Every effort will be made to notify you of such actions. However, you are ultimately responsible for checking the area reserved for removed inventory to ensure your items are not there. The Standards Committee may return items to the Sale floor after you have made the required adjustment.

VII. INVENTORY CHECK-OUT

Check-out occurs after the Sale closes and all sales are posted on Sunday night, November 6. Do not arrive for Check-out until your assigned time (see below). Posting of sales should be completed shortly after 5 pm. Check-out times are as follows:

5:00 - 5:30 PM Check-out for members working the last shift

5:30 - 7:00 PM Check-out for all other members

Any claim of loss or damage to inventory must be made before leaving the Sale venue.

VIII. COMMISSION

The Guild retains a 22% sales commission. You will receive a check for 78% of your sales, less any penalty (see II-C MEMBER ELIGIBILITY), as soon as sales accounting is completed.

IX. DISCLAIMER

The Guild cannot be responsible for any loss, damage, or alteration to any items in the Sale. Participants give the Guild permission to take photographs of any items in the Sale to be used for future postcards or promotional literature.

X. IMPORTANT INFORMATION

The Sale Information is changed each year to reflect current dates and names and new ideas evolved from past experiences. Study it carefully and direct any questions and/or ideas to Sale Committee members.