

# Spokane Handweavers' Guild

## 2017 Annual Guild Sale Guidelines



### 2017 Sale

Friday, October 20 – 5:00 until 8:00 PM

Saturday, October 21 – 10:00 AM until 5:00 PM

Sunday, October 22 – 12:00 noon until 4:00 PM

**Spokane Handweavers' Guild's** sale is a showcase of fine handweaving, notable for its craftsmanship using both traditional techniques as well as innovative and creative methods. The types of items that we will display are limited to assure a cohesive display and to insure that customers are offered multiple selections for each type of item offered for sale.

### Eligibility

Only Guild members who have paid their 2017-18 dues by October 1, 2017 may participate in the sale.

### Number of Items

There are no limits on the number of sale items per member.

### Display

- Since display space is limited, it is possible that only a portion of your work will be on display at any given time, especially with high volume items like scarves.
- Members are encouraged to bring professional display props to help display their work. However, these props will be shared with others to create a consistent look throughout the show. Please put your name on all display props you bring.
- If you bring items on hangers, please label your hangers.

### Acceptable Items

- Items must be made primarily by a SHG member and be for sale.
- Items must be made primarily with weaving or other interlacing techniques.
- Items must meet high standards of craftsmanship and must be unused, undamaged and free of odors (mothball, cigarette, body) and clean.
- Items shall be finished in the manner appropriate for the intended use (i.e. washed, fulled, pressed, brushed, hemmed or framed).
- The following types of items are sought for the 2017 show:
  - Scarves, shawls, throws
  - Bags, purses, totes
  - Vessels, including woven baskets
  - Wall art
  - Cards with a handwoven component that was woven expressly for use on/in a card
  - Ornaments
  - Rugs
  - Pillows, pillow cases

- Kitchen items, *made with fibers that will not melt in contact with high heat*
  - Coasters (sets of 4 or more)
  - Napkins (sets of 4 or more)
  - Pot holders
  - Towels
  - Placemats (sets of 4 or more)
  - Runners
- Due to limited space and display fixtures the following will not be accepted for the 2017 show:
  - Sized clothing
  - Hats
  - Jewelry
- Due to onerous legal requirements regarding labeling, flame proofing and testing, children's items will not be accepted. For example, no
  - Baby blankets or wraps
  - Clothing
  - Toys

### **Inventory Sheets and Tags**

You must use SHG Inventory Sheets and detachable.

- Inventory Sheets are available via the website and at the regular monthly Guild meetings on September 10 and October 8.
- They can also be obtained by contacting Kristie Sherrodd (see contact info below). She can email you an Inventory Sheet as an Excel file.

Each of your sale items must be assigned a unique item number. This number must appear on the Inventory Sheet listing and on a removable price tag.

- Devise these numbers by using the first four letters of your last name, followed by the first letter of your first name, followed by a dash and then a three-digit number.
- Number your sale items sequentially.
- For example, Jane Smith has four items to sell. They are numbered:
  - SMITJ- 001
  - SMITJ-002
  - SMITJ-003
  - SMITJ-004
- Items sold as a set should be assigned one inventory number for the entire set.
- Fill out the white section only of an Inventory Sheet with your name, item numbers, a brief description of each item and the retail price.
- Keep a copy of your inventory sheet(s).

### **Tags/Labels**

- You must attach a small, easily removable Inventory/Price Tag to each item you intend to sell. This tag will be removed at the time of sale.
- Stringed tags available at any office supply store work well.
- Include *only* an item number and the retail price on the Inventory/Price Tag.
- Attach your own regular business tag or label that provides size, care information, fiber content, etc. Attach your own tag or label securely; it will remain on the item for the purchase

## **Commission**

The Guild will take 30% commission on each item that is sold at the sale unless the seller has offered the item wholly to the Guild. In which case, the Guild will retain 100% of the sale price.

## **Schedule**

### **Inventory delivery:**

- **Thursday, Oct. 19.** Inventory and paperwork will be accepted at the Guild Hall between 2:00 noon and 5:00 PM. Inventory may be accepted at **other times by prior arrangement**. No inventory will be accepted after 12:00 noon on Friday.
- Please have tags completed and attached and inventory sheets completed per these instructions before you bring your inventory to the Hall.

### **Sale Hours:**

- Friday, October 20 – 5:00 until 8:00 PM
- Saturday, October 21 – 10:00 AM until 5:00 PM
- Sunday, October 22 – 12:00 noon until 4:00 PM

### **Sunday Closing.**

- Bring your copy of inventory sheets to record unsold items.
- Beginning at 4:15 p.m., someone will help you gather all of your unsold items and check you out.
- You make not pick up items before 4:15 or before all customers have left, but do try to be ready to check out by 4:45 PM, at the latest.
- If you cannot pick up your inventory at this time, arrange to have someone else do it for you.
- Your inventory sheets will be compared with the Sale Committee's records of sold items.
- Checks will be mailed to you in the week following the sale.
- Your assistance with display takedown will be appreciated..

**For additional information, or if you have questions, contact a 2017 Guild Sale co-chair:**

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