

ACCEPTED ITEMS

SAN JUAN WEAVERS GUILD SHOW AND SALE

The following is a list of items that will be accepted in the annual San Juan Weavers Guild Show and Sale:

1. Item must be created by a guild member.
2. Any woven items. This includes basketry, rag weaving, ribbon weaving, and loomed beadwork. Woven items may be made with commercial yarn.
3. Handspun yarn in skeins.
4. Items made with handspun yarn. If items are knitted, crocheted, knotted, or any technique other than weaving, they must be made with handspun yarn or roving. If handspun yarn is used that was not spun by the knitter, weaver or whatever, credit must be given to the spinner on the hangtag.
5. Locker hooking must use handspun or roving only.
6. Fiber and fiber-related books, cards, notepaper, videos, new tools, and kits created by a Guild member or under their direct supervision. Commercially available tools, jewelry, books, and other items are not acceptable.
7. Felted items must be constructed of handspun, roving, or fleece. Knitted items of commercial yarn that have then been felted are not acceptable.
8. Commercial fabric must not be an obvious part of the item.
9. Embellishments may not exceed 10% of the total finished item.

A review committee (made up of current Guild officers) will make the final decision on any items that are not clearly in one of above categories. It would be best to bring any items you feel might be questioned in September or October guild meeting to have them reviewed. The review committee will do a walk through the morning of the sale prior opening; any unacceptable items will be removed at that time.

Prices cannot be reduced nor items removed from inventory during the sale. Items can be added to inventory during the sale if they are checked in and properly recorded.

STANDARDS

SAN JUAN WEAVERS GUILD SHOW AND SALE

Please review the Guild's standards for preparing items to sale. We believe these standards improve the salability of your handwoven or handspun items.

1. Wash everything that is washable. Do not surprise the purchaser with shrinkage or colors running.
2. Finish each item appropriately. Use hem stitching, machine stitching, "fray check", knotting, etc., for a professional looking item. Tie all loose ends and clip threads.
3. Press everything. Be sure item is free of objectionable odors, such as cigarette smoke, pet odors, excessive fabric softener. Make it as presentable as possible
4. Use fiber names that the public will recognize on the hang tags and/or content label.
5. Care instructions should stay with the item after it sells. Do not put care instructions on the small tags because they are removed at the check out table. Use the large tags or business card.
6. Use the professionally printed tags provided by the guild. Do not make your own.
7. At the meeting prior to the sale, let the set up committee know if any ideas you might have that would enhance the salability of your work. Let them know of any props etc. that you might have so they can work your ideas into the overall plan of the sale.
8. Avoid bringing to the sale items that haven't sold two or more years in a row. In the same vein, we tend to repeat making any item that is very successful in the same styles and colors. Perhaps changing the colors in these items or the style would enhance their salability even more. Or, at times it might be beneficial to give these items a rest for a year or two, and then try them again.
9. HAVE FUN. While you are weaving/spinning for this event, keep these few factors in mind: we strive to keep the Show and Sale fresh and exciting year after year, adding new and interesting items, letting others rest for awhile, and just weaving for the fun of it!

CHECKLIST

SAN JUAN WEAVERS GUILD SHOW AND SALE

Please review this checklist as you prepare for the show and sale. It is imperative that each participant follows these guidelines for the smooth operation of the show and sale.

1. **ELIGIBILITY** for participation in the sale is limited to current members, who have paid their dues by the first day of October of the year of the sale.
2. **SHOW PARTICIPANT'S WORK RESPONSIBILITIES:** Each participant is expected to work on one of the planning committees prior to the show and sale as well as work shift on the day of the show and sale. If you cannot work prior to and during the event you will be charged a 28% commission. Otherwise, the commission charged is 18%. Junior members pay no commission.
3. **PRICING AND COMMISSION:** When pricing your items, include the applicable commission (18% or 28%) for the Guild. If you choose, you may add \$0.50 to any dollar amount up to \$5.00. At \$5.00 and up, prices must be rounded off to the nearest dollar. **DO NOT UNDERPRICE YOUR ARTICLES.** Your time and effort are valuable. Talk with other guild member if you have any questions; they are a great source of information.
4. **INVENTORY SHEET:** Guild Inventory Sheets must be used. Use the Guild inventory sheet provided in your packet. Please make as many additional copies as you feel you may need, and keep one copy for the next year. Homemade inventory sheets are **NOT** acceptable! Electronic Inventory Sheets are in Excel and Adobe Acrobat on the SJWG Sale web page <http://www.sanjuanweavers.org>, under the tab **FOR MEMBERS ONLY** and hard copies are available from the Inventory Chair. If you do not have Excel and still want to download the inventory sheets off of the Webpage you can go to the following address and download the Excel Viewer 2003, <http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&DisplayLang=en> This is necessary for the check-in, checkout and accounting aspects of the sale, and to keep all of us in good humor!

In the top right corner, enter your name as you want it to appear on your check and your PARTICIPANT NUMBER (if you don't have a participant number, please contact Deanna Grider. Do not use a previous year's number without checking first to see if it is available.) Fill in the number of pages after you have completed the rest of the inventory sheet.

The columns of the Inventory Sheet should be filled in as follows:

- a. Item In - leave blank.
- b. Item No. - Inventory numbers must be in consecutive order on the inventory sheet. This saves time and nerves at check-in and checkout. If need be, use a different inventory sheet for different items (as one for wall hangings and one for rugs). Number your items consecutively, starting with 1 on the

first line of your first page. Use one line per item. If you need more than one page, continue numbering in sequence on the following page(s). DO NOT include letters in your inventory numbers. (Example D24) Make sure to use the same number on both the hangtag and the inventory sheet for each item.

- c. Item Code - Enter a two-digit numeric code describing the type of item. (See inventory code list.)
 - d. Technique Code - Enter a single letter code describing the technique used to create the item. (See technique code list.)
 - e. Article Description - Enter a short description of the item that is for sale. You may use “ditto” marks or arrows for descriptions of a series of same item, such as ornaments, placements, etc. Remember – each item needs an inventory number, one item or set (such as placemats) per line. Note the number of items per set in the description line. (Example: Placemats 4)
 - f. Price - Enter the price of the item. This is what the purchaser will pay (before tax). For items costing more than \$5.00, use only whole numbers (no cents). For items costing less than \$5.00, increments of 50 cents may be used.
 - g. Sold and Item Out - leave blank.
 - h. Total each inventory page with a total at the bottom. On the last page put in the grand total – the full dollar amount of your inventory.
 - i. Items not for sale (NFS) should be assigned an inventory number and listed on your inventory sheet. List prop items on the inventory sheet and label props with you name.
5. GUILD HANGTAG: Use a guild hangtag on each article for sale; your own hangtag, such as a business card, can also be included under the guild hangtag. Extra hangtags will be available at the October meeting or look in the November newsletter for the location of extras. Please do not make your own.
- a. Use the large Guild hangtag on all of your items except for ornaments and other small items where the large tags would be distracting. Only one small tag needs to be on these items unless the guild member wants a tag to remain on the item for the customer – then the item should be double tagged with your own hangtag included under guild hangtag.
 - b. Care instructions should be included on the back of large guild hangtags or on the back of you own hangtag.
 - c. Attaching tags: Punch a hole in the upper left-hand corner of the tag and attach securely to the item with string. Sometimes the tags fall off and we have no idea whom the item belongs to.
 - d. Fill out both top and bottom portions of the larger guild hangtag. The bottom section will be clipped off for guild use at the time of the sale of the item.
 - e. Articles not for sale (NFS) should also be tagged with a guild hangtag and marked NFS on the price line. Remember they should also be listed on the inventory sheet with an inventory number.
 - f. Your PARTICIPANT NUMBER will go on your hangtag as part of ITEM NO. (Participant number first, then item number. For instance, 19-1.) This

allows us to speed check out at the sale and keep track of each item in your inventory.

6. **CHECK IN:** You must have your work checked in prior to the Show and Sale set up. Check in locations and times will be listed in the November newsletter. Bring with you on check in day the following:
 - a. Items you are submitting for the Show and Sale.
 - b. Your filled-out inventory sheets.
 - c. A self-addressed stamped envelope, use two stamps if you have more than four inventory sheets. Your check and inventory sheets will be returned to you by mail in about a week after the Show and Sale.

PLEASE NOTE: If your inventory is large and includes heavy, bulky or hard to handle items, you will be responsible for bringing them to the Montrose Holiday Inn or other Show and Sale location, by 6:30 a.m. on the day of the Show and Sale. If your inventory is small and lightweight it will be delivered to the Show and Sale for you.

7. **SET UP:** Please plan on being at the Show and Sale location, at the time and date specified in the November newsletter to help with set up. Bring any props you may have that would enhance the look and feel of the event. If you cannot be at the Show and Sale that early and have props, make arrangements with the set up committee to have the props picked up prior to set up.
8. **CHECK OUT:** Please be at the Show and Sale location at the time specified in the November newsletter for check out. If you cannot be there, arrange to have someone pick up and check out your items along with any props that belong to you. If an item on your inventory sheet is missing and there is no clipped hangtag for it, or no listing of it on a sales slip, you will **NOT** be reimbursed by the guild for the missing item.
9. **CHECK OUT PROCEDURES:** All remaining inventory needs to be brought to the designated check out stations.

TECHNIQUE CODES

B	Bead Weaving
C	Crochet w/ Handspun
F	Felted
K	Knitting w/ Handspun
S	Spinning
T	Tatting
W	Weaving

