



Rules and Regulations

I. Premise: To raise funds for the Guild, 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. **Paid Dues:** Dues are due on June 1. Members in arrears after the September 10, 2024 meeting lose their eligibility to participate in the HGB Fiber Art Show & Sale. Membership forms must be in the hands of the Membership Committee by this deadline. Postmarks do not count.
- B. **Artist Data Entry:** All participants will enter their inventory into the Artist Data Entry program using their personal identification number (PIN) and password sent to them in an email from the Artist Data Entry administrator. After paying your dues and after July 15, if you have not received an email from “ade-admin”, please contact salehelp@handweaversofboulder.org.
- C. **WhenToWork:** All participants are expected to contribute time and talents to the Sale. Online sign-up with WhenToWork will be open as of August 15, and eligible members will be notified by email. Assistance will be available online and at the Day and Evening Guild meetings in September and October. You may also contact the Sign-up Coordinator at saleshiftsmgr@handweaversofboulder.org after August 15. See shifts requirements included here. If you fail to fulfill your work obligations, an additional 15% commission 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 Merchandising Coordinator or Day Manager. If not satisfied,
 - Step 2:** Consult with the Sale Chair/Assistant Chair. If still not satisfied,
 - Step 3:** May appeal to the Artist Advocate, who will consult with the Sale Chair/Assistant 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. If the Artist Data Entry Committee assigns a volunteer to enter all or part of an Artist’s inventory, the Artist may be required to work extra shifts.

The number of Showcase items counts toward the Artist’s shift requirements. The total dollar amount of the Showcase items does not count toward the Artist’s shift requirements. Items identified as Strickler donations do not count toward the Artist’s shift requirements.

When printing an inventory sheet, at the end there is an estimate of shifts required. Use this estimate to sign up for Sale shifts. Actual shifts are determined by the inventory you bring to Check-In. October 8, 2024 is the last day for you to change Sale shifts or remove your name from Sale shifts. You can continue to sign up for shifts after October 8.

Shifts	# of Items	Dollar Amount
1	1 – 10	no dollar limit
2	11 – 50	\$1 – 1,300
3	51 – 100	1,301 – 2,600
4	101 – 150	2,601 – 3,900
5	151 – 200	3,901 – 6,500
6	201 – 250	6,501 – 9,100
7	251 – 300	9,101 – 13,000
8	301 – 350	13,001 – 19,500
9	351 – 400	19,501 – 26,000
10	401+	\$26,001+

III. Standards of acceptance

Mission statement: The Standards of Acceptance determine the quality and type of the items presented for sale at the Handweavers Guild of Boulder Fiber Art Show & Sale. It is our intention that we present unique, creative, hand-made products that showcase textile arts. While it is impossible to codify every possible approach to our art and craft, the Standards Committee is committed to engaging fair-minded, experienced Guild members to uphold the standards of craftsmanship and materials that represent the public face of the HGB. The Guild strives to showcase items that exhibit artistic integrity and good design by demonstrating aesthetic order and intention through a harmony of line, color, shape, texture and other design elements. Weaving and related fiber arts are a living craft, so standards and accepted techniques may change to reflect evolving materials, techniques, and technologies.

Protocol: Guild members with questions about techniques and materials should meet with the Standards Committee in advance of the Sale to verify that a material or application of a technique meets the quality standards of the Guild. It is suggested that the outcome of these meetings be written down, so that no misunderstandings occur at a later date. Committee members will be available at monthly meetings and will set up times and places to meet over the summer.

NOTE: Before coming to Check-In, member Artists are responsible for reading the Techniques and Classifications, 2024 Rules and Regulations, checking their items against Standards, and asking questions or getting feedback from Standards at the May, September, or October meetings. Every item that is entered into the Sale will be viewed by a member of the Standards Committee at Check-In before it is made active in SimpleConsign and put onto the Sale floor.

Members of the Standards Committee reserve the right to disallow an item not meeting quality standards or technique/classification rules. Disputes between the Standards Committee and the Artist at May, September, or October meetings, or on the day of Check-In will be resolved as follows:

Step 1: The Standards worker consults with another member of the Standards Committee and the Standards Coordinator.

Step 2: The Artist may appeal to the Artist Advocate, who will consult with the Sale Chair on the Artist's behalf. Results of this consultation are final.

Standards:

- A. All items must be created by a current member or members of the Guild.
 - 1. Collaborative works are acceptable only if all Artists are HGB members. Items completed under supervision or employment of a non-member will not be accepted.
- B. Items must possess the following criteria:
 - 1. Involve significant hand manipulation through an accepted textile technique listed in the Item Techniques and Classifications List.

2. Be unique, original in concept, or of historical derivation.
 3. Items must be individually hand manipulated. Mass-produced items including standardized or identical items created by an automated process are not allowed.
 4. Be complete, professionally presented, and ready to use. Every element in the item must be securely attached with wire or thread, including anchor items such as earring and pin backs or ornament holders.
 5. Be odorless. Items wherein scents are intentional, such as processed fiber, sachet, fiber-encased soaps, etc, must be presented in sealed plastic bags.
 6. Be free of technical errors.
 7. Be safe for their intended use, e.g. baby toys.
- C. Items and/or techniques that are not acceptable for this Sale include, but are not limited to:
1. Calendars or cards containing photocopies or representations of an Artist's work.
 2. Plant materials being sold as dye-stuff that are not harvested by the Guild member.
 3. Items that have been in the Sale unchanged for the past 3 consecutive years.
 - I. If you take an item that has not sold and change it (for example, a 3-Sales unsold skein of handspun yarn can be crocheted into a new hat), the item in its new form is permissible.
- D. Showcase items
1. Entries must meet all Show & Sale Rules and Regulations, Standards, and Readiness for Sale requirements and be complete at the time of submission. Works in progress are not eligible.

Readiness for sale: The following rules do not pertain to the quality or type of items submitted for sale, but rather their presentation for the Sale. They are classified under the heading of "readiness for sale" and will be assessed by other members of the Guild working Sale shifts.

- A. The item must be professionally presented and ready to be displayed:
1. Flat items (towels, scarves, shawls) should be ironed or pressed.
 2. Wall hangings must have appropriate and professional quality hanging hardware already installed so they can immediately be hung in the Sale and the customer can immediately hang at home.
 3. Skeins of yarn must be secured with at least three ties around the skein, figure-8 ties preferred. Yarn must also be labeled with yardage and total ounces.
 4. Unspun fiber must be labeled with the total ounces and fiber content.
 5. All unspun fiber, other than braided top/roving, must be entirely contained and packaged in a way that cannot easily be opened on the sales floor. Inclusion of a small fiber sample neatly and securely attached to the outside of the packaging is acceptable. Staples are not allowed.
 6. Items sold as sets must be securely tied (we recommend perle cotton with an overhand knot; see section B: Tag Attachment.)
 7. All packaging/framing must be new, clean, and professional in appearance.
 8. NO GLUE should be used for the construction of any piece for sale without additional fiber or wire used for secure attachment.
 9. Adult themes and language are disallowed on Sale items.

- B. Tag Attachment—tags must be firmly attached to the item. We strongly recommend using perle cotton with an overhand knot. If the tag is separated from the item, the item will be removed from the Sale floor. Tags must be fresh, clean and at least the size of a standard business card (2"x3.5"). The holes in the tags should be round, other shape holes tend to rip the tags. Remove tags from other sales.
1. Do not use safety pins, staples, ribbon, plastic garment tagging system, zip ties, nylon cord, fishing line, or any other material that doesn't hold a reliable knot or that might damage or snag on other items.
 2. For greeting cards and other bagged items, use tape to attach tags to the clear sleeves covering the cards.
 3. Tags on hats must be attached to the outside top of hats so that the tag is clearly visible.
 4. Tags on wall hangings and sculptures must be clearly visible when the item is displayed so that the customer does not need to handle the item to see the tag information.
 5. Tags on Jewelry and other small items: see D below.
- C. **ALL items MUST have appropriate care and content labeling to be accepted at Check-in**, with the sole exception of single-use items (see #1). These labels/tags need to be securely attached to each item (see B) (the information can be on the back of the sale tag, or on a separate tag).
1. Items intended for single use, such as greeting cards, do not need care labels, though they do need content information in consideration of those with allergies.
 2. CARE: instruct customers on how to care for their item (ie hand wash cold, machine washable, keep out of sunlight, dust lightly, etc).
 3. CONTENT: Inform customers with allergies or sensitivities about what fibers and materials are in your item.
 - I. Provide ratios or percentages when applicable (ie 50% silk/50% wool). If you are unsure of the percentages, put a check mark next to each fiber in your materials.
 - II. Be as specific as possible, including the animal breed if known.
 - III. Any non-fiber item must include all ingredients, per FTC Regulations (including fiber-encased soaps).
 4. When required by law, sew care labels onto items (the FTC requires that garments have care instructions on a permanent label; see #5 below); otherwise, include care information on the back of the tag with barcode label affixed to it, or on a separate tag.
 - I. The HGB does not consider headwear, scarves and shawls, hand- and footwear, etc to be garments, therefore these items do not require that the care labels be permanently sewn in, but rather care and content can be written on a hang tag.
 5. The responsibility of meeting federal, state and local guidelines including trademark and copyright rests with the Artist. Official information on FTC rules can be found at <https://www.ftc.gov/tips-advice/business-center/guidance/threading-your-way-through-labeling-requirements-under-textile>
- D. Jewelry and other small items must be mounted on card stock to deter theft, with labels regarding fibers and metals used in consideration of those with allergies.
1. All display cards should be well-made with attention paid to the neat application of any adhesive (tape, glue, etc.), and sturdy enough to support the item freestanding or leaned in a basket.

2. Tags should be securely connected to the display card but should be unobtrusive so as not to detract from the artwork. In jewelry, the perle cotton connecting the tag may be long enough to be tucked under the item when displayed.
3. Every element in the item of jewelry must be attached securely with wire or thread, including anchor items such as earring posts or pin backs. Glue by itself is insufficient.
4. Necklaces and bracelets should state a length measurement, including in the ADE inventory description and appear on the ADE label/tag at Check-in.

IV. Entering your inventory items into the Artist Data Entry program

The Artist Data Entry program is available after July 1. Each item must be entered into the Artist Data Entry program and get a unique inventory number. Access your inventory with the Artist Data Entry program by clicking here: www.handweaversofboulder.info/artists/ and using the PIN and password provided to you in an email from Artist Data Entry administration. A Family Membership receives one PIN. Every family member entering items in the Sale uses the one PIN to enter items into the Artist Data Entry program. If you did not receive an email, go to section II. Membership eligibility, subsection B. If you have your PIN and password and are having trouble getting into the Artist Data Entry program, click here to find instructions on getting into the program and the contact for questions and problems: <http://www.handweaversofboulder.org/artists>.

Thursday, October 24 at midnight is the deadline for entering inventory and changing information for an item in the Artist Data Entry program for Monday Check-In. Tuesday, October 29 at 8 am, items can be entered into the Artist Data Entry program for late Check-In. Thursday of the Sale at 5 pm is the deadline for entering inventory for Friday late Check-In. At the Check-Ins, if an item is not in the Artist Data Entry program, the item is not accepted into the Sale.

If you don't have access to a computer or need assistance in entering items into the Artist Data Entry program, contact salehelp@handweaversofboulder.org. If the Artist Data Entry Committee assigns a volunteer to enter all or part of an Artist's inventory, the Artist may be required to work extra shifts.

A. Unsold items from previous year's Sale

If you have unsold regular items from last year, these items will still be in the Artist Data Entry program. If you are going to take these items to the Sale again, and all the information for the items is still correct, you can use your existing barcode labels and tags. If you want to change any information, you can edit the items, print new barcode labels, and attach them over the existing barcode labels on the items' tags.

These unsold items will not be in the Artist Data Entry program

- unsold regular items from a previous year that were not entered in last year's Sale
- unsold Showcase items
- unsold Strickler donations with a pink highlighter mark across the barcode and "Strickler Fund" stamped on the barcode label

For unsold regular items from a previous year that were not entered in last year's Sale and unsold Showcase items, you need to enter the items in your inventory, print new barcode labels, and attach them over the existing barcode labels on the items' tags.

For unsold Strickler donations with a pink highlighter mark across the barcode and "Strickler Fund" stamped on the barcode label, you need to enter the items in your inventory, print barcode labels, attach new tags to the items, and attach the barcode labels to the new tags.

B. Add Inventory item

When entering items, the program assigns the inventory numbers, and the numbers will not necessarily be consecutive. Each item must be entered and get a unique inventory number. At Monday Check-In, items with duplicate inventory numbers will not be accepted. These items

must be entered into the Artist Data Entry program, get unique inventory numbers, and brought to late Check-In.

There are regular Sale items and Showcase items.

If an item is to be donated to the Strickler Table, enter the item into your inventory in the Artist Data Entry program as a regular item with the appropriate classification and technique, and click on the 'Donate item to Strickler' checkbox. Note: At Check-In, after verifying your shifts, stop at the Strickler Table. The Strickler item's tag and your inventory sheet will be stamped with "Strickler Fund". After the Strickler Table, take the item through the rest of Check-In. After computer check-in, you will leave the item on a table designated for Strickler donations.

If you enter items into the Artist Data Entry program before Monday Check-In and are bringing the items to Friday late Check-In, print the barcodes and a copy of your inventory sheets by 7 pm Monday. Bring these items and your inventory sheets to Friday late Check-In.

For all regular and Showcase items:

- there is a limit of 33 characters in the item description
 - describe the item, using enough detail, so the item and tag can be matched up if they become separated during the Sale
 - the technique appears on the label; do not include technique in the item description
 - do not include care, content and size in the item description; specify care, content, and size on the back of the tag with the barcode label affixed to it or on a separate tag
- the price doesn't have to be whole dollar amounts (e.g., 1.21 is acceptable)
- the price contains only numbers and a decimal point, no special characters like \$, %, /

For regular items:

- the minimum price is 1.00

For Showcase items:

- an item should not be entered into the Artist's inventory as a Showcase item until the Artist has received a letter stating the item has been accepted into the Showcase.
- if the Showcase item is not for sale, enter a price of 0.00; otherwise, the minimum price is 1.00

Keep pricing simple. Items that appear to be the same should be priced the same to avoid confusion.

Prices cannot be changed on items entered in the Sale or on identical items that are brought in after the Sale begins.

C. Modify inventory item

An inventory item's information may be modified before the cutoff date for entering Sale inventory by using the inventory number. Technique, Classification, Description, Price, and 'Donate item to Strickler' can be modified. An item's information can be changed over and over.

A regular item can't be modified to a Showcase item, and a Showcase item can't be modified to a regular item. The item must be deleted and entered again.

If the item already has a label, a new label must be printed following any change.

D. Delete inventory item

An inventory item can be deleted by inventory number, or the entire Artist's inventory can be deleted.

V. Printing inventory sheets and barcode labels

Monday, October 28, 7 pm is the deadline for you to print your inventory sheets and labels for Monday Check-In. If you enter items into the Artist Data Entry program before Monday Check-In and are bringing the items to Friday late Check-In, print a copy of your inventory sheets and the barcode labels by 7 pm Monday. Bring these inventory sheets to Friday late Check-In. Affix these barcode labels to tags on items you are bringing to Friday late Check-In.

For items entered into the Artist Data Entry program starting Tuesday October 29 at 8 am, inventory sheets and barcode labels must be printed between Tuesday, October 29 at 8 am and the Friday of the Sale at 11 am. Bring these inventory sheets to Friday late Check-In. Affix these barcode labels to tags on items you are bringing to Friday late Check-In.

Also, you can request that the Guild printing location print your inventory sheets and barcode labels. Inventory sheets and labels printed at the Guild printing location will be mailed to the Artist or will be available at a table at Check-In. Sunday, October 27, 4 pm is the deadline for requesting the Guild Printer to print inventory sheets and barcode labels.

A. Inventory sheets and labels for Monday Check-In

Requests received before Friday, October 18 noon will be printed and mailed to the Artist.

Requests received between Friday, October 18 noon and Sunday, October 27, 4 pm, will be held for the Artist at the first Check-In table the morning of Check-In. The Guild Printer will confirm by email or phone that the Artist needs to pick up the inventory sheets and labels from the first Check-In Table prior to checking in inventory.

B. Inventory sheets and labels for Friday morning late check-in

Requests must be received between Tuesday, October 29 at 8 am and the Thursday of the Sale at 4 pm. After processing a request, the Guild Printer will confirm by email or phone that the Artist needs to pick up inventory sheets and labels from the first Check-In Table prior to checking in inventory.

C. Printing inventory sheets

An inventory sheet containing all of the items for the Sale must be printed from the Artist Data Entry program and brought to Check-In. This inventory sheet will have the total number of items and total dollar amount on the last page. The totals will be split between regular items, Showcase items, and Donations to Strickler items. These totals will be used to verify shift requirements and should be checked for their accuracy. The last page has an estimate of shifts required, the estimate is for planning purposes only. Actual shifts will be determined by the inventory brought to Check-In.

Screen captures or pictures of the Artist Data Entry screens will not be accepted.

On the inventory sheet, if a Showcase item doesn't have a classification number of 95, the Showcase item's price is included in the total value of the regular items and may affect the Artist's number of shifts. For Showcase items that have a price of 0.00 (not for sale), the inventory sheet will have a price of "NFS".

Items checked as 'Donate item to Strickler' will have "(STRICKLER DONATION)" in the descriptions of the items.



Handweavers Guild of Boulder

Show & Sale Inventory Sheet
Mimi Pruebas 81019

Item			Item	
Inv #	Class.#	Tech#	Description	Price \$
55640	95	9	A Sleeping Osprey at Sunset (Showcase)	NFS
55653	15	9	Squash colored band necklace	\$35.00
55654	30	4	Red Crochet Cape (Strickler Donation)	\$95.00
55655	32	9	Little black dress	\$175.00
55656	95	4	Baby birds on wing (Showcase)	\$285.00

Summary of all pages:

Total Items for Inventory Sheet = 5
 Regular items = 2 total value = \$210.00
 Showcase items = 2 total value = \$285.00
 Donations to Strickler items = 1 total value = \$95.00
 ESTIMATED SHIFTS required = 1 based on 4 items and value of \$210.00

D. Printing barcode labels

For each item, a barcode label with a unique inventory number is affixed to a tag. Barcode labels must be in the format printed by Artist Data Entry program.

Barcode labels can be printed at home on

- sheets of white standard address labels (1" x 2 5/8") 30 per page. Examples of standard address labels are Avery 8460 or 8160, or labels that refer to Avery template 5160/5260.
- sheets of white plain paper, cut to label size, and glued to tags.
- full sheet labels and cut to label size. An example of full sheet labels is Avery 5165 (8 1/2" x 11" shipping labels)
- standard white or ivory business cards (2" x 3 1/2") 10 per page, uncoated or matte finish. Examples of standard business cards are Avery 8371 or 5371.

Purchase of standard address labels or full sheet labels or standard business cards is the responsibility of the Artist.

See Artist Data Entry program tutorial for instructions on printing barcode labels at home.

For Showcase items that have a price of 0.00 (not for sale), the labels will have a price of "NFS".

One label using a specific inventory number, some labels using selected inventory numbers, or all labels, can be printed at one time. Labels can be reprinted.

Labels printed at home and at the Guild printing location are formatted like this:

PIN	Artist first name	Artist last name
Inventory #	Item description	
barcode	Price	
Item Classification #	Item Classification	Description-Technique Description Technique #

Sample label for regular item, which is also a label for an item to be donated to Strickler:



Sample labels for Showcase items:



VI. Tags

A tag with the appropriate barcode label affixed to it must be used on every item entered in the Sale, including Christmas ornaments and jewelry.

The tag must be at least the size of a standard business card (2" x 3 1/2"). Examples of standard business cards are Avery 8371 or 5371. **Purchase of the business card size cards is the responsibility of the Artist.** The holes in the tags should be round, other shape holes tend to rip the tags. When affixing a label to a tag, the label should be whole and not cut up to fit the tag. The label should be visible and not folded up inside a tag.

The tag with the barcode label will not be removed from the item when the item is sold. You may affix the barcode label to the back or outside of your own Artist tag or affix the barcode label to a business card.

For information on item presentation, tag attachment, and requirement for care and content, see Section III. Standards of acceptance, Readiness for sale.

VII. Inventory Check-In

At the Monday Check-In and Friday late Check-In, if an item is not in the Artist Data Entry program, the item is not accepted into the Sale.

- Thursday, October 24 at midnight is the deadline for entering inventory and changing information for an item in the Artist Data Entry program. Monday, October 28 at 7 pm is the deadline for printing inventory sheets and barcode labels for Monday Check-In.
- Thursday of the Sale at 5 pm is the deadline for entering inventory for Friday late Check-In. Friday of the Sale at 11 am is the deadline for printing inventory sheets and barcode labels for Friday late Check-In.

Check-In day is Monday, October 28, from 2 pm to 6 pm. Members who arrive after 5:30 pm without an appointment risk not being able to check in. To check in from 5:30 pm to 7 pm, make arrangements with saletech@handweaversofboulder.org before October 14. **Note: Members with more than 200 items and members checking in items for more than one person must contact saletech@handweaversofboulder.org to make an appointment to check in.**

At Monday Check-In an item may not be accepted because it needs repair. After the item is repaired it must come back through Monday Check-In.

- Do not bring children to Check-In.
- Please be as organized as possible at Check-In: have the W-9 form filled out completely with PIN written on top of form, the Check-In list with Stop 1 disclaimer signed, all inventory sheets printed from the Artist Data Entry program, tags affixed to items with barcode labels and care and

content, and your physical inventory arranged in numerical order, to the best of your ability, in order for Check-In to flow smoothly.

- For a Family Membership only one W-9 form is submitted; all sales are associated with this social security number.
- Members may not remove any items from the Sale floor prior to Check-Out. Sold Showcase items may be picked up after noon on the last day of the Sale.
- During Set-Up or the Sale, some items may be removed 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.

Additional inventory can be checked in during late Check-in Friday, November 1, from 9 am to 11 am. You may only check in inventory on this day if you already have inventory checked in on October 28.

At Friday late Check-In an item may not be accepted because it needs repair. After the item is repaired it must come back through Friday late Check-In.

- Do not bring children to Check-In.
- Please be as organized as possible at Check-In: have the Check-In list with Stop 1 disclaimer signed, all inventory sheets printed from the Artist Data Entry program, tags affixed to items with barcode labels and care and content, and your physical inventory arranged in numerical order, to the best of your ability, in order for Check-In to flow smoothly.

VIII. Inventory Check-Out

At Check-Out, the Artist picks up unsold Strickler items.

Any claim of loss of inventory must be made before leaving the Sale venue. If you want to be compensated for items on the Unsold Item Report that are not found, all your items must go through a physical inventory check in order to identify all missing items.

Check-Out occurs one and a half hours after the Sale closes on Sunday afternoon, November 3. Do not arrive for Check-Out before 4:30 pm. Printing of unsold inventory lists by Check-Out workers should be completed shortly after 4 pm. Check-Out time is 4:30–6 pm for all members.

- If you need to check out later than 6 pm, make arrangements with saletech@handweaversofboulder.org by Thursday, October 24.

IX. Commission

The Guild retains a 25% sales commission. You will receive a check for 75% of your sales, less any penalty (see **II.C. Member Eligibility**), by the end of the calendar year. 1099 forms will be mailed as required by the IRS, by the IRS deadline.

X. Disclaimer

In accordance with Colorado Statute CRS §6-15-102, HGB pays up to the wholesale price for loss or damage while items are under the control of HGB.

HGB Photography/Media Policy: When you attend an HGB meeting, workshop, event, photography/videography may take place for use in promoting the Guild through print or other media. By attending, you give your consent to photography/videography and to the release of such media.

XI. 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. **The 2024 important dates are found at [2024 Important Show & Sale Dates](#).**

All sales are final. If a customer comes to the Guild about a problem with a purchased item, the Sale Chair will be contacted. The Sale Chair, Standards Coordinator, and Artist Advocate will work with the Artist to come to a resolution to the problem such as repairing, replacing or other means. The Guild will not issue refunds.

XII. Sale Contacts

Checking in from 5:30-7pm or checking in more than 200 items or checking in for more than one person – saletech@handweaversofboulder.org

Checking out late - saletech@handweaversofboulder.org

Help with entering inventory, and printing inventory sheets and barcode labels –
salehelp@handweaversofboulder.org

Standards questions – standards@handweaversofboulder.org

Help with signing up for shifts - saleshiftsmgr@handweaversofboulder.org

General Sale questions – salechair@handweaversofboulder.org

Showcase questions – showcase@handweaversofboulder.org

Item Classification List – last revised 2023

Accessories

- 10 Bag—includes purses, totes, shopping bags, shoulder bags, evening bags, lunch bags, and small cases
- 11 Hair Decoration
- 12 Belt, Strap, Band —includes hat band, yoga straps
- 13 Ring
- 14 Earrings
- 15 Necklace
- 16 Pin—jewelry pin
- 17 Jewelry Set
- 18 Shoelaces, Suspenders, Ties—includes bolos and neck ribbons
- 19 Bracelet

Baby and Children’s Items

- 20 Baby Blanket or Quilt
- 21 Baby Clothes—includes all baby clothing, booties, mittens, sweaters, one-piece suits, etc.
- 22 Children’s Clothing—includes everything for children’s wear
- 23 Dolls intended for children’s use (see Sculpture #66)
- 24 Doll Clothes & Accessories
- 25 Toy—includes balls, stuffed and stick animals

Clothing

- 30 Cape—includes below knee cocoons, dancing veils, oversized shawls
- 31 Coat
- 32 Dress
- 33 Ensemble—includes outfits of skirts, pants, culottes, dresses with tops, jackets, vests, coats, etc.
- 34 Hat—includes caps, cloches, berets, ear bands
- 35 Jacket—includes hip-length capes, cocoons, bed jackets
- 36 Mittens, Gloves, Muffs, Wrist Warmers
- 37 Mitten and Hat Set
- 38 Pants
- 39 Ruana and Poncho
- 40 Scarf or Muffler
- 41 Scarf Set
- 42 Shawl, Stole, Shrug
- 43 Footwear—includes moccasins, slippers, booties
- 44 Skirt

- 45 Socks—includes stockings and leggings
- 46 Sweater
- 47 Apron
- 48 Top—includes blouse, shirt, pullover, tunic, camisole, light jacket
- 49 Vest—waist, hip or ankle length

Home Accessories

- 50 Afghan—includes throws, small functional quilts
- 51 Potholders/Trivets
- 52 Bell Pull
- 53 Vessels—includes baskets, vases, and bowls, both functional and decorative
- 54 Blanket—includes functional quilts, bedspreads, bedcovers, throws
- 55 Coasters, Mug Rugs, Mug Warmer
- 56 Napkins
- 57 Pillows/Pillowcases
- 58 Placemats (2)
- 59 Placemats (4)
- 60 Placemats (6)
- 61 Placemats with Napkins
- 62 Placemats with Runner
- 63 Misc. Kitchen Item—includes dish cloth, tea cozy, bun warmer, etc. (for potholders see #51)
- 64 Rug—includes designer wall and floor rugs
- 65 Ornamental Table/Dresser Accessories—includes single decorator or table mats, dresser scarves, runners
- 66 Sculpture—includes stuffed decorative animals, dolls, shapes
- 68 Towel—includes dish towels, hand towels, bath towels
- 69 Wall Hanging—includes framed or unframed weavings, samplers, wall quilts, transparencies
- 70 Weed Weaving—free-standing or wall pieces woven with grasses, flowers, or plants
- 71 Wreath
- 72 Mat—includes bathmats, rag rugs, bench mats but not placemats
- 73 Tablecloth
- 74 Misc. Seasonal Item—includes Christmas tree skirts and other accessories NOT CATEGORIZED ELSEWHERE
- 75 Misc. Home Item—includes felt/dryer balls, neck/eye soothers, soap encased in fiber

Miscellaneous

- 80 Textile Book, DVD, and Pattern
- 81 Bookmark
- 82 Card—includes stationery and notepaper
- 83 Chest, Box, Case, Cover—includes eyeglass, checkbook, needle, tissue, notebook
- 84 Chair or Footstool
- 85 Key Ring
- 86 Magnet
- 87 Ornament—includes all holiday decorations, hanging or standing
- 88 Pin Cushion, Fabric Needlecase, Tool-roll
- 89 Sachet, Small pillow/bag—includes any container with aromatic dried vegetation; a container that holds a treasure/surprise
- 90 Yardage—includes fabric by the yard or piece
- 91 Yarn
- 92 Pet Accessory—includes collars, leashes, and garments
- 93 Fiber—includes prepared fiber, clean fleece (no raw fleeces)
- 94 Cultivated Dye Plants
- 95 Members Showcase item
- 96 Handmade textile tools—handmade tools made out of wood, leather, or other Standards-approved material that directly relate to creation of one of the above textile techniques—all tools must be approved by Standards by October 1, 2024
- 97 Handkerchief
- 99 Other Item—item does not fit into any of the preceding classifications – the item must be approved by Standards by October 1, 2024.

Contact the Standards Committee for questions about the classification for an item, standards@handweaversofboulder.org

Technique List – last revised 2024

No single use of one technique is enough to guarantee acceptance in the Show and Sale. The goal of this list is to encourage you to incorporate significant handwork using one or more of these techniques.

0. Quilting/Piecing/Applique

- a. Piecing: making a new piece of whole fabric out of smaller pieces of fabric, arranging them in an intentional and artistic way. Construction of an item is not piecing.
- b. Quilting: sewing three layers (quilt top, middle batting/wadding layer, backing) of fabric using stitches, not tied. Quilting serves three purposes: to secure three layers to each other; to add beauty and design to finished quilt; to trap air within quilted sections, making the quilt as a whole warmer than its parts. (nationalquilterscircle.com)
- c. Applique: Decoratively and structurally securing fabric with significant finished edges by means of hand or machine stitches. Piece must be structurally sound, and significantly stitched. Use of adhesive as applique may be disallowed.
- d. Plain sewing of commercial fabrics or the use of commercial sewing patterns, without additional manipulation through other accepted techniques, is not allowed.

1. Bead/Wire Weaving and wrapping

- a. Beadwork technique in which seed beads are woven together using thread to create a flat 'fabric' or a 3-dimensional shape. (edited from beadaholique.com) Techniques include peyote, brick, and square stitch, as well as daisy chain and Right-Angle weave (interweave.com/article/beading/)
- b. Wire-wrapping must include some interlacement, and not be solely spiral wrapping.
- c. Beads simply strung on wire or thread are not allowed.

2. Embroidery/Stitching

- a. Significant amount of hand-stitched decoration using a needle to apply thread and other materials to fabric.

3. Felting

- a. Permanent interlacement of wool and other fibers by means of (1) hot water, soap, and agitation or (2) needle-felting.
- b. Felting fiber to interact and combine with woven fabric (ie nuno felting) is allowed.
- c. Machine felted commercial items/fabric (sweaters, etc) must have an additional technique applied. Piecing by itself is not sufficient. Piecing the felted fabric by itself is insufficient.

4. Hand knit/crochet

5. Lace/Knotting

- a. Includes bobbin-lace, macramé, tatting.

6. Painting/Dyeing

- a. Techniques must be applied to fabrics (including hand-made paper, see #7).
- b. Includes resist-dyeing techniques such as wax resist/batiking and stitch-resist such as shibori. Includes marbling on fabric.
- c. Dyeing must show artistic intention and technique, and cannot be simple dip-dyeing resulting in uniform color that could be mistaken for commercial fabric.
- d. Paint can be a method of application (silk painting) or paint applied to the surface of fabric for intentional and artistic effect (block printing).
- e. Tie-dye items must show artistic intent, not resemble a commercial commodity, and be approved by Standards by Oct 1, 2024.

7. Handmade Paper

- a. Handmade from pulp, mould and deckle by the Artist.

- b. Items made from commercial paper are not allowed, unless an additional accepted technique has been applied to it. Dyeing, stamping, or marbling on commercial paper is not, by itself, allowed.

8. Handspinning

- a. Yarn created by hand by means of a spindle, wheel, e-wheel, charkha or other twist-adding device. Yarn must be suitable for further handworking.

9. Weaving/Interlacement

- a. Material crossing over/between itself, in repeated combinations of over/under, in intentional interlacement to make a fabric or item.

10. Fiber Preparation/yarn (dyed and undyed)

- a. Fiber may be prepared by the Artist or may be commercially prepared into batts, top, roving, or yarn when the fiber is from the Artist's own animals.

11. [intentionally vacant; do not use]

12. Handmade Fiber Tool

- a. Handmade tool for doing any of the above fiber art techniques.
- b. Does not include accessories such as shawl pins or buttons.
- c. Provisional Item: Kits
 - i. Some elements of the kit must have been created by the Artist demonstrating an approved technique. For example, a hat knitting kit with yarn hand-dyed by the Artist or with fiber from the Artist's animals.
 - ii. The kit must be entirely contained and packaged in a way that cannot be opened on the sales floor.
 - iii. Per HGB Board 2019 decision, kits may not contain any chemical or potentially hazardous substance (e.g., chemical dye stuff).
 - iv. Kit must include a complete and visible content list including instructions and any additional materials/tools the customer may be required to provide.
 - v. Artist must be prepared to explain to the Standards Committee what approved technique they utilize in their kit. Kits may contain tools such as needles.
- d. Must have approval from Standards by October 1, 2024.

13. Frame/Loom Knitting/Machine Knitting

- a. Commercial/automated/electronic machine knitting is not allowed. Items must include significant hand manipulation. Mass-produced, identical items are not allowed.
- b. Hand-operated, home machines are allowed.

20. Combinations of the above

Contact the Standards Committee for questions about the technique for an item, standards@handweaversofboulder.org.