



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 13, the Tuesday of the September Evening Guild meeting, to ensure that you are eligible to participate in this year’s Sale.
- B. All participants will use their personal identification number (PIN) and password sent to them in an email by Artist Data Entry administration to access the Artist Data Entry program. After paying your dues, if you have not received an email from “ade-admin” or a copy of the email by postal service, please contact Kris King at 303-678-7945 or ade-admin@handweaversofboulder.org.
- C. All participants are expected to contribute time and talents to the Sale. Online sign-up will be open as of August 1, and assistance will be available online and at the Day and Evening 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% 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 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 Artist Advocate, 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. 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.

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 2/4/2016)

- 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 conform to the Classification List and the Technique List.
 - 1. 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 techniques on the Techniques Used List.
 - 2. Plain sewing of commercial fabrics will not be accepted unless as part of an outfit, such as a blouse for a hand woven suit.
 - 3. All purchased blanks (i.e., scarves, tote bags, clothing, etc.) must be of high quality with threads dyed to match.
 - 4. 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.
 - 5. 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:
 - 1. Simple strung beads.
 - 2. Commercially produced kits, T-shirts, sweatshirts, sweatpants, socks, baskets and wreaths, wooden boxes, or imports of any kind.
 - 3. Calendars or items containing photocopies or other representations of an artist's work.
 - 4. 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:
 - 1. Be finished, clean, and pressed if appropriate.
 - 2. Be new, not used or worn.
 - 3. Have no odors other than those inherent to the materials. No odors such as camphor, mothballs, smoke, Febreze®, perfume, etc.
 - 4. Scented items, such as potpourri, must be in a sealed plastic bag to keep scents from transferring to other items.
 - 5. Be safe for intended use.
 - 6. Be free of technical errors.
- G. All items must be ready for exhibition/installation and sale.
- H. All hats must have the 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 cardstock to help prevent theft and must be labeled with fiber and metals 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. All fiber (prepared fiber and clean fleece) must include weight, as well as fiber content in consideration of those with allergies.

L. 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".

M. Care and content labels

1. **Even items exempt from federal labeling regulations must carry a tag showing fiber content and care, and metals used.** These tags are a courtesy to our customers, who may be allergic to certain fibers and metals. They do not need to be permanently attached unless required by federal regulations.
2. To be sewn on all items as required by federal law. See below. Use your own hand-made or purchased sew-in label.
3. Records must be kept on file for at least three years containing:
 - a. Percentage of fiber by weight and a sample of the fiber.
 - b. Date, source, and quantity of raw materials purchased.
 - c. Date of manufacture and date of sale of item.
4. **Federal Trade Commission regulations:** FTC regulations require many 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:
 - a. Producer's name
 - b. 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.")
 - c. 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 (unless made with wool).

For more information, see the FTC guidelines on the Federal Trade Commission website, "Threading Your Way Through the Labeling Requirements Under the Textile and Wool Acts," and "Clothes Captioning: Complying with the Care Labeling Rule".

N. Artists are responsible that their items meet all federal, state and local guidelines.

O. Standards review

1. Standards Committee members will be at Sale orientations at the May, September, and October Day and Evening 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.
2. 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 Artist Advocate who will consult with the Standards Committee on the artist's behalf. Results of this consultation are final.

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

Items must be entered into the Artist Data Entry program. Access your inventory with the Artist Data Entry program by clicking here: www.handweaversofboulder.org/artists/ and using the PIN and

password provided to you in an email from Artist Data Entry Administration. If you did not receive an email or copy of the email by the postal service, 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: www.handweaversofboulder.org/ade.html.

Thursday, October 27 at midnight is the deadline for entering inventory into the Artist Data Entry program for Monday check-in. Tuesday, November 1 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 Beth Wintroub at 303-772-0372 or adetraining@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.

- **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 Artists 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 a pink dot on the tag

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 a pink dot on the tag, 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.

- **Add Inventory item**

When entering items, the program assigns the inventory numbers, and the numbers will not necessarily be consecutive.

There are regular Sale items and Showcase items.

If an item is to be donated to the Strickler Table, the item is entered into the artist's inventory as a regular item.

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 regular 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 minimum price is 1.00
- 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 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.

- 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
- if the Showcase item is Not For Sale, enter a price of 0.00; otherwise, the minimum price is 1.00
- 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 \$, %, /

Keep pricing simple. 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.

- **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, and Price 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.

- **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

Inventory sheets can be printed for one, some, or all items. The total number of items printed and the total value of these items for both regular and Showcase items will appear at the bottom of the last inventory sheet. These totals are used to verify shift requirements. All inventory sheets must be brought to check-in.

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".

Monday, October 31, 7 pm is the deadline for you to print your inventory sheets 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 by 7 pm Monday. Bring these inventory sheets to Friday late check-in.

For items entered into the Artist Data Entry program starting Tuesday, November 1 at 8 am, inventory sheets must be printed between Tuesday, November 1 at 8 am and the Friday of the Sale at 11 am. Bring these inventory sheets to Friday late check-in.

Also, you can request that the Guild printing location print your inventory sheets. Inventory sheets printed at the Guild printing location will be mailed to the artist or will be available at a table at check-in. Sunday, October 30, 4 pm is the deadline for requesting the Guild Printer to print inventory sheets.

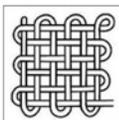
A. Inventory sheets for Monday check-in

Requests received before Wednesday, October 26 noon will be printed and mailed to the artist.

Requests received between Wednesday, October 26 noon and Sunday October 30, 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 from the first check-in Table prior to checking in inventory.

B. Inventory sheets for Friday morning late check-in

Requests must be received between Tuesday, November 1 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 from the first check-in Table prior to checking in inventory.



February 12, 2014 Page 1/1

Handweavers Guild of Boulder

Annual Sale Inventory Sheet

Example Artist 998

Inv #	Item Classification #	Technique #	Item Description	Price \$
1,036	40	4	blue green bias stripe	\$ 49.50
1,037	95	3	snowy mountain scene wall hanging	NFS
1,038	95	13	hand manipulated lace scarf	\$ 150.00

Regular items: Total number of items all pages: 1 Total value of items all pages: \$49.50

Showcase items: Total number of items all pages: 2 Total value of items all pages: \$150.00

VI. Printing barcode labels

For each item, a barcode label is affixed to a tag.

Barcode labels can be printed at home on sheets of standard address labels (2 5/8" by 1"). Examples of standard address labels are Avery 8460 or 5160, 3M 3200-B or 3100-B. **Purchase of standard address labels is the responsibility of the artist.**

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

Monday, October 31 at 7 pm is the deadline for printing 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 your barcode labels by 7 pm Monday. 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, November 1 at 8 am, barcode labels must be printed between Tuesday, November 1 at 8 am and the Friday of the Sale at 11 am. 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 barcode labels. Labels printed at the Guild printing location will be mailed to the artist or will be available at a table at check-in.

A. Labels for Monday check-in

Requests received before Wednesday, October 26 noon will be printed and mailed to the artist.

Requests received between Wednesday, October 26 noon and Sunday, October 30 at 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 labels from the first check-in Table prior to checking in inventory.

B. Labels for Friday morning late check-in

Requests must be received between Tuesday, November 1 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 labels from the first check-in Table prior to checking in inventory.

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.

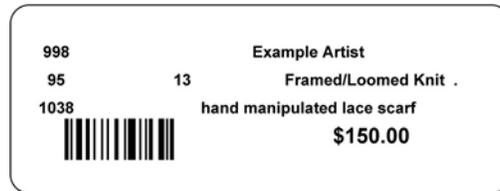
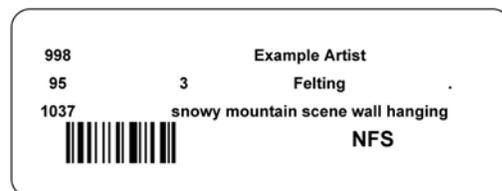
Labels printed at home and at the Guild printing location are formatted like this:

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

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



Sample labels for Showcase items:



VII. 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 (3.5" x 2"). Examples of standard business cards are Avery 8371 or 8859, 3M MMMD4121 or MMMS212L, and Office Depot 8371. **Purchase of the business card size cards is the responsibility of the artist.**

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.

All items must be tagged with the care and content of the fibers and metals used. When required by law, sew care and content labels onto items; otherwise, include care and content information on the back of the tag with barcode label affixed to it or on a separate tag.

Additional Requirements and Tips for Tags:

- Attach tags firmly using perle cotton with an overhand knot. Keep length short.
- Do not use safety pins, staples, ribbon, plastic garment tagging system, zip ties, or nylon cord to attach tags.
- For greeting cards and other bagged items such as patterns, use tape to attach tags to the clear sleeves covering the cards.
- Always use clean tags, including any personal tags.
- Do not leave tags from other venues on your work.

VIII. 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 27 at midnight is the deadline for entering inventory into the Artist Data Entry program. Monday, October 31 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 31, from 9 am to 3 pm. To check in from 3 to 7 pm, make arrangements with the Inventory Chair, Cari Cook (303-775-1876) before October 31. **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 to 11 am. You may only check in inventory on this day if you already have inventory checked in on October 31.

At Monday check-in an item may not be accepted because it needs repair. After the item is repaired it must come back through check-in, either Monday check-in or Friday late 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, the check-in form with waiver signed, all inventory sheets, barcode labels affixed to tags and tags affixed to items, and for large inventories have your physical inventory arranged in numerical order.
- Members may not remove any items from the sale floor prior to checkout. 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.

IX. Inventory checkout

At checkout, the artist picks up unsold Strickler items.

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

Checkout occurs two hours after the Sale closes on Sunday night, November 6. Do not arrive for checkout until your assigned time (see below). Printing of unsold inventory lists by check-out workers should be completed shortly after 5 pm. Checkout times are as follows:

5–5:30 pm	Checkout for members working the last shift, checkout or take-down.
5:30–6:30 pm	Checkout for all other members

X. 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.

XI. Disclaimer

The Guild will pay the wholesale price (price minus commission) for stolen items, per Colorado law. The Guild cannot be responsible for any 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.

XII. 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.

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 Chair, 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.