



# 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. Dues must be paid by September 12, 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 April 2017)

**Mission statement:** The Standards of Acceptance determine the quality of the items presented for sale at the Handweavers Guild of Boulder Annual Show and Sale. It is our intention that we present unique, creative, hand-made products. 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. Weaving and related fiber arts are a living craft, so standards may change to reflect evolving materials, techniques, and technologies.

**Protocol:** Every item that is entered into the Sale will be viewed by a member of the Standards Committee at Sale check-in before it is entered into the Sale. Guild members are encouraged to meet with a member of the Standards Committee in advance of the Sale to verify that a material or application of a technique meet 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.

Members of the Standards Committee reserve the right to disallow an item not meeting quality standards or technique/classification rules. Items may be removed during the Sale if a problem with quality arises. The Artist Advocate is involved in adjudicating items that may be deemed unacceptable.

**Standards:**

- A. All items must be created by a 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.
  - 2. Members owning fiber-producing animals may use commercial processors.
- B. Items must possess the following criteria:
  - 1. Involve significant hand manipulation through an accepted textile technique listed in the Item Classifications and Techniques List: appliqué, piecing, or quilting; bead weaving; embroidery or stitchery; felting; hand knitting or hand crochet; lace or knotting; painting or dyeing; handmade paper; handspinning; weaving, interlacement, or fiber manipulation; undyed fiber preparation; framed or loomed knitting.
  - 2. Be unique, original in concept, or of historical derivation.
  - 3. Be complete, professionally presented, and ready to use.
  - 4. Be odorless, including processed fiber (unless item is a sachet or other item where scent is intentional)
  - 5. Be free of technical errors
  - 6. Be safe for intended use, e.g. baby toys.
- C. Items and/or techniques that are not acceptable include, but are not limited to:
  - 1. Simple strung beads
  - 2. Calendars or cards containing photocopies or representations of an artist's work
  - 3. Plain sewing of commercial fabric unless it is a small portion of a larger piece. Purchased, recycled sweaters that are felted fall into this category.
  - 4. Simple dip-dyeing of purchased fabric blanks, e.g. scarves, shawls, ribbons. Fabric blanks should not have white thread that does not accept dye.
  - 5. Plant materials being sold as dye-stuff that is not cultivated and harvested by the Guild member.

**Readiness for sale:**

The following rules that used to be included in Standards, but do not pertain to the quality of items submitted for sale, will now be classified under the heading of "readiness for sale" and will be assessed by other members of the Guild working Sale shifts.

- A. Items must be ready for exhibition and installation including easy and sufficient means of hanging of wall pieces.

- B. Tags must be firmly attached using perle cotton with an overhand knot.
- C. Hats need tags attached to the top so that they are highly visible to limit theft.
- D. Jewelry must be mounted on card stock to deter theft with clear labels regarding fibers and metals used in consideration of those with allergies.
- E. Yarn sold by the skein needs to have weight, approximate yardage and fiber clearly indicated. Roving needs to have weight and fiber noted.
- F. A size guide is useful for our customers. The back width of a garment is an appropriate guide to size: Small = 20", Medium = 22", Large = 24", XLarge = 26" (for women)
- G. **ALL** items **MUST** have care and content labels, even those exempt from federal labeling regulations. These labels/tags need to be securely attached to each item (the information can be on the back of the sale tag).
  1. Labels need to be sewn on all items required by federal law to be so labeled.
  2. Records need to be kept for three years with percent of fiber by weight, date, source, and quantity or materials purchased, and date of manufacture and sale of the item.
  3. The responsibility of meeting federal, state and local guidelines rests with the artist.
  4. Official information on these rules can be found at <https://www.ftc.gov/tips-advice/business-center/guidance/threading-your-way-through-labeling-requirements-under-textile>

#### 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/](http://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: <http://www.handweaversofboulder.org/members/ade.html>.

Thursday, October 26 at midnight is the deadline for entering inventory into the Artist Data Entry program for Tuesday check-in. Wednesday, 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 B.A. Johnston at 303-887-8740 or [adetraining@handweaversofboulder.org](mailto: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 or “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 a pink dot on the tag or “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.

- **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 Tuesday 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 Tuesday. 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.

Prices cannot be changed 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**

While entering items, 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. Inventory sheets listing all items must be brought to check-in. The totals at the bottom of the last inventory sheet are used to verify shift requirements.

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".

Tuesday, October 31, 7 pm is the deadline for you to print your inventory sheets for Tuesday check-in. If you enter items into the Artist Data Entry program before Tuesday check-in and are bringing the items to Friday late check-in, print a copy of your inventory sheets by 7 pm Tuesday. Bring these inventory sheets to Friday late check-in.

For items entered into the Artist Data Entry program starting Wednesday, November 1 at 8 am, inventory sheets must be printed between Wednesday, 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. Monday, October 30, 4 pm is the deadline for requesting the Guild Printer to print inventory sheets.

### **A. Inventory sheets for Tuesday check-in**

Requests received before Wednesday, October 25 noon will be printed and mailed to the artist.

Requests received between Wednesday, October 25 noon and Monday, 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 Wednesday, 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.



### Handweavers Guild of Boulder

Annual Sale Inventory Sheet

Mimi Pruebas 81019

Inv #	Item Class.#	Tech#	Item Description	Price \$
27994	66	3	Old Man w/ scepter	\$ 45.00
33290	95	13	silver lace shawl	\$ 150.99
33291	95	9	snowy mountain scene wall hanging	NFS

Regular items: Total number of items all pages: 1 Total value of items all pages: \$45.00

Showcase items: Total number of items all pages: 2 Total value of items all pages: \$150.99

## 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 white standard address labels (1" x 2 5/8") 30 per page. Examples of standard address labels are Avery 8460 or 5160.
- 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.

Tuesday, October 31 at 7 pm is the deadline for printing labels for Tuesday check-in. If you enter items into the Artist Data Entry program before Tuesday check-in and are bringing the items to Friday late check-in, print your barcode labels by 7 pm Tuesday. 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 Wednesday, November 1 at 8 am, barcode labels must be printed between Wednesday, 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 Tuesday check-in

Requests received before Wednesday, October 25 noon will be printed and mailed to the artist.

Requests received between Wednesday, October 25 noon and Monday, 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 Wednesday, 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
Inventory #	Item description	
barcode		Price
Item Classification #	Technique #	Technique Description

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 (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 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 Tuesday 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 26 at midnight is the deadline for entering inventory into the Artist Data Entry program. Tuesday, October 31 at 7 pm is the deadline for printing inventory sheets and barcode labels for Tuesday 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 Tuesday, 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 3, 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 Tuesday 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 Tuesday 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 5. 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 25% sales commission. You will receive a check for 75% 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.

### Dates at a glance

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<b>After July 1</b>	Artist Data Entry program available to current (dues paid) members.
<b>August 1</b>	Sign-up for Sale shifts begins via When to Work.
<b>September 12 Tuesday</b>	Last day to pay dues to be eligible to participate in the Sale.
<b>October 25 Wednesday</b>	Print requests to the Guild Printer received <i>before</i> noon will be mailed; print requests sent <i>after</i> noon will be available at check-in.
<b>October 26 Thursday</b>	Inventory must be entered by midnight. <b>Items not entered by midnight cannot be checked in on October 31.</b>
<b>October 30 Monday</b>	Artists using the Guild Printer must make print requests by 4 pm. Inventory sheets and barcodes requested between October 25 at noon and Monday October 30 at 4 pm will be available at check-in.
<b>October 31 Tuesday</b>	Sale check-in 9 am–3 pm. Arrangements can be made with Inventory Chair to check in 3 pm–7 pm. Artists must print inventory sheets and barcodes by 7 pm. <b>Inventory sheets must be brought to check-in. All items must have a barcode label.</b>
<b>November 1 Wednesday</b>	Artist Data Entry program available after 8 am for entering late check-in inventory. Setup Members reception 6–8 pm
<b>November 2 Thursday</b>	Sale open to public 10 am–6 pm <b>For late check-in:</b> Requests to Guild Printer must be made before 4 pm. Inventory sheets and barcode labels will be available at late check-in. <b>Items for late check-in must be entered by 5 pm. Items not entered by 5 pm cannot be checked in at late check-in.</b>
<b>November 3 Friday</b>	Sale open to public 10 am–6 pm Late check-in at the Sale 9 am–11 am. Artists must print inventory sheets and barcode labels by 11 am. <b>Inventory sheets must be brought to late check-in. All items must have a barcode label.</b> After 11 am the Artist Data Entry program is not available until after July 1 next year.
<b>November 4 Saturday</b>	Sale open to public 10 am–6 pm.
<b>November 5 Sunday</b>	Sale open to public 10 am–3 pm Sale check-out 5 pm–6:30 pm
<b>November 6 Monday</b>	Movers return props to storage.

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