



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 10, 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”, 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 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 call Wendy Hall, the Sign-up Chair, to sign up at 303 447-8797 after August 15. 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

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. 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 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 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. 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.
 - 2. Be unique, original in concept, or of historical derivation.
 - 3. Not look like it has been mass produced; items must be individually manipulated.
 - 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, including processed fiber (unless item is a sachet or other item where scent is intentional. These items must be presented in sealed plastic bags.)
 - 6. Be free of technical errors.
 - 7. Be safe for 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. Simple strung beads or “simply sewn” seams of commercial fabric. Plain sewing of non-handmade fabric, **by itself**, is insufficient for acceptance. The item made from non-handmade fabric must have further embellishment so that the interweaving/interlacement, technique-driven spirit of the Sale is preserved.
 - a. ‘Non-handmade fabric’ includes purchased fabric blanks (i.e., scarves, shawls, ribbons, t-shirts, etc.) and purchased, recycled sweaters that have been felted. These materials will be considered if they have further textile embellishment.
 - b. ‘Dip-dyeing’ with the result of homogenous color, without further textile technique and embellishment, is insufficient for acceptance.
 - c. Tie-dye clothing blanks need to be accepted by the Standards Committee.

2. Calendars or cards containing photocopies or representations of an artist's work.
3. Plant materials being sold as dye-stuff that is not cultivated and harvested by the Guild member.
4. Items that have been in the Sale unchanged for the past three consecutive years. If you take an item that has not sold and change it (for example, a three-Sales unsold skein of handspun yarn can be crocheted into a new hat), the item in its new form is permissible.

Readiness for sale:

The following rules, which 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. 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 hanging hardware already installed.
 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. Items sold as sets must be securely tied together using perle cotton with an overhand knot.
- B. Tag attachment—tags must be firmly attached using perle cotton with an overhand knot. Tags must be fresh and clean and at least the size of a standard business card (2"×3.5"). Remove tags from other sales.
 1. Do not use safety pins, staples, ribbon, plastic garment tagging system, zip ties, or nylon cord to attach tags.
 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 E below.
- C. **ALL items MUST have care and content labels** 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.
 2. CARE: instruct customers on how to care for their item (i.e., 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.
 - a. Provide ratios or percentages when applicable (i.e., 50% silk/50% wool).
 - b. Be as specific as possible, including the animal breed if known.
 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.

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 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. 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)
- E. Jewelry and other small items should 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 (no sloppy tape or glue) and sturdy enough to support the item.
 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 or pin backs. Glue by itself is insufficient.

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. 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/members/ade.html>.

Thursday, October 24 at midnight is the deadline for entering inventory into 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 Kris King at 303 678-7945 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.

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 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.

B. 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, enter the item into your inventory in the Artist Data Entry program as a regular item with the appropriate classification and technique. 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 in the check-in area 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 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.

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, 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.

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 Wednesday, October 23 noon will be printed and mailed to the artist.

Requests received between Wednesday, October 23 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 and Showcase items. These totals will be used to verify shift requirements and should be checked for their accuracy. 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".

Item		Item			Price \$
Inv #	Class.#	Tech#	Description		
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					

D. 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 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.

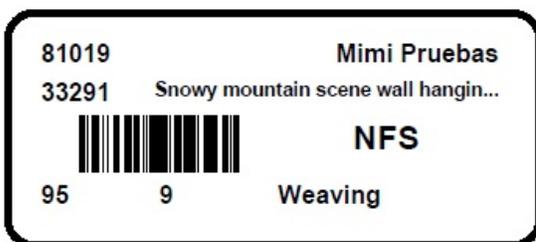
Labels printed at home and at the Guild printing location are formatted like this:

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



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 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 more information about requirements and tips for your tags, refer to 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 into 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 11 am to 4 pm. To check in from 4 to 7 pm, make arrangements with the Inventory Chair, Cari Cook (303 775-1876) before October 28. **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 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 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 Stop 1 disclaimer 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, 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 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.

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

If you need to check out later than 6 pm, make arrangements with the Inventory Chair, Cari Cook (303 775-1876) before Sunday, November 3.

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**), as soon as sales accounting is completed.

X. 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.

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.

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

After July 1	Artist Data Entry program available to current (dues paid) members.
August 15	Sign-up for Sale shifts begins via When to Work.
September 10 Tuesday	Last day to pay dues to be eligible to participate in the Sale.
October 1 Tuesday	Last day completed entry forms for the Members' Showcase can be postmarked
October 23 Wednesday	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.
October 24 Thursday	Inventory must be entered by midnight. Items not entered by midnight cannot be checked in on October 28.
October 27 Sunday	Artists using the Guild Printer must make print requests by 4 pm. Inventory sheets and barcodes requested between October 23 at noon and Sunday 27 at 4 pm will be available at check-in.
October 28 Monday	Sale check-in 11 am–4 pm. Arrangements can be made with Inventory Chair to check in 4 pm–7 pm. Artists must print inventory sheets and barcodes by 7 pm. Inventory sheets must be brought to check-in. All items must have a barcode label.
October 29 Tuesday	Artist Data Entry program available after 8 am for entering late check-in inventory. Setup Members reception 6–8 pm
October 30 Wednesday	Sale open to public 10 am–6 pm
October 31 Thursday	Sale open to public 10 am–6 pm For late check-in: Requests to Guild Printer must be made before 4 pm. Inventory sheets and barcode labels will be available at late check-in. Items for late check-in must be entered by 5pm. Items not entered by 5pm cannot be checked in at late check-in.
November 1 Friday	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. Inventory sheets must be brought to late check-in. All items must have a barcode label. After 11 am the Artist Data Entry program is not available until after July 1 next year.
November 2 Saturday	Sale open to public 10 am–6 pm.
November 3 Sunday	Sale open to public 10 am–3 pm Sale check-out 4:30 pm–6 pm
November 4 Monday	Movers return props to storage.
