

Weaver's Guild of Boston

2016 Annual Sale and Exhibit General Information

Dates and Times – New Hours!

Drop-Off	Wednesday, November 2	11:00 a.m. to 1:00 p.m.
	Thursday, November 3	8:00 a.m. to 10:00 a.m.
Jurying	Thursday, November 3	8:30 a.m. to 1:00 p.m.
Set-up	Thursday, November 3	1:00 p.m. to 5:00 p.m.
Sale Hours	Thursday, November 3	5:00 p.m. to 9:00 p.m.
	Friday, November 4	10:00 a.m. to 7:00 p.m.
	Saturday, November 5	10:00 a.m. to 5:00 p.m.
	Sunday, November 6	11:00 a.m. to 4:00 p.m.
Take-down	Sunday, November 6	4:00 p.m. until done
Pick-up	Sunday, November 6	<u>5:30 p.m. to 6:30 p.m.</u>

Contacts

Co-Chairs:

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Quality Requirements

These standards are intended to maintain the highest quality possible for the sale.

- ❖ **All submitted items must be solely the work of the artist/guild member entering.**
- ❖ Top quality hand-woven articles of original design only.
- ❖ Commercial kits are not permitted.
- ❖ Must show good workmanship with no weaving errors.
- ❖ Knots in warp or weft are unacceptable.
- ❖ Must be structurally sound with finishes and edges.
- ❖ All items must be washed and pressed where applicable.
- ❖ Non-washable items must be finished properly.
- ❖ Yardage is acceptable; bolts only, dimensions marked.
- ❖ Be sure to note the policy for non-woven pieces: 50% of the items you submit to the sale must be hand-woven.

Price Tags & Inventory Records

Sale Information Packets and price tags will be available at the September and October Guild meetings or from the sale chairs. The Excel inventory workbook can be downloaded from the Guild website.

- ❖ Email your completed inventory worksheet to WGBSale@gmail.com by October 27 or make other arrangements.

- ❖ Return two printed copies of your inventory records with your submitted items. See the Inventory Worksheet Instructions in the website Excel workbook for details.
- ❖ **Important:** Each item must have a Guild price tag. Attach price tags to item with a short, sturdy string/yarn tied in a solid knot. No slippery ribbons, fine sewing thread, pins, or bows. The Guild will not be responsible for untagged items. Personal labeling may be added.
- ❖ List fiber content & care instructions on the back of the top half of the Guild price tag along with size and dimensions unless you have your own tag for that.
- ❖ Check the box on the WGB price tag **ONLY** if the item is a garment (no tax).
- ❖ You may provide business cards in an envelope attached to your inventory record. These will be available to patrons at the sales desk.
- ❖ Sachet items **MUST** be packaged.
- ❖ Do not include items for the Guild's Plain Weave Challenge exhibit on the inventory form.

Fixtures

- ❖ Guild hangers will be provided for displaying garments.
- ❖ Only guild display fixtures will be used unless otherwise determined.
- ❖ Jewelry displays are provided. If you would like to use your own jewelry displays, contact the chairs.

Waiver

The Waiver Form is incorporated within the Inventory Worksheet. Remember to click the check box for the Waiver before filling in your inventory.

Jurying

Thursday, November 3, 8:30 a.m. – 1:00 p.m. at the Josiah Smith Barn. Any members who are interested in learning more about the jury process are encouraged to attend the October 5 *Weaving Helping Weavers* session.

Pricing

- ❖ The Guild will take 18% from the retail price of the item sold if the weaver has worked a minimum of 3 hours at the sale, and 33% from the retail price of the item sold if the weaver does not work or have a designated substitute work for them.
- ❖ Prices may not be changed during the sale.
- ❖ More information about pricing your sale items can be obtained at the October *Weavers Helping Weavers* session.
- ❖ A portion of the proceeds support the Guild Scholarship Fund.

Participation

- ❖ All Guild members are encouraged to work at the sale, whether they submit items for sale or not.
- ❖ Postcards advertising the Annual Sale will be available at the September and October meetings or from one of the chairs. Use these to let your friends know about the sale!
- ❖ Dress professionally when working at the sale.

Exhibit

The theme is Plain Weave to highlight items from this year's Guild Challenge. If you missed the challenge, you may still submit a woven piece. Contact Elizabeth Springett.

Inventory - Delivery in Person

Work may be dropped off at the Josiah Smith Barn in Weston on either Wednesday (preferred) or Thursday. See schedule for times. You may make arrangements for another person to deliver your inventory. Please bring your articles in either a covered plastic bin or a box with a separate lid. Your guild number should be clearly marked on both the cover and side of the box. If there are extenuating circumstances, contact the chair to arrange a drop off at the October meeting or to make another plan.

Inventory - Shipping

Inventory may be shipped. Please contact one of the sale chairs for shipping details and arrangements.

Inventory - Pick-Up

All items must be picked up Sunday, November 6, between **5:30 and 6:30 p.m.** at the Josiah Smith Barn. Check out with person at the cashier desk before exiting. Please make your own arrangements if you are unable to get to the barn at this time.