

Weaver's Guild of Boston

2017 Annual Sale and Exhibit General Information

Location, Dates, and Times are all NEW this year!

Location

Wellesley Village Church
2 Central Street
Wellesley MA 02482

DATES & TIMES

October 25, Wednesday	9:00 am - 11:00 am 10:00 am - 2:00 pm 2:00 pm - 7:00 pm	Drop-Off Jurying Set-up
October 26, Thursday	10:00 am - 7:00 pm	Sale
October 27, Friday	10:00 am - 7:00 pm	Sale
October 28, Saturday	10:00 am - 4:00 pm 4:00 pm - 7:00 pm 5:30 pm - 6:30 pm	Sale Take-down Pick-up product

CONTACTS

Chair

Elizabeth Springett 508-446-1761 (C) salechair@weaversguildofboston.org

Assistant Chair

Nancy Flood 508-470-4370 (C) asstchair@weaversguildofboston.org

Publicity

Pamela Burrows 978-257- 7022 (C) salepublicity@weaversguildofboston.org

INFO SESSIONS – September & October Guild Meetings

- ❖ Info table reviewing sale details
- ❖ Pick up Sale Information Packets and price tags
- ❖ More info on pricing and previous year's sales will be available

WHAT YOU NEED TO DO

Inventory Worksheet

- ❖ Download the **Inventory Worksheet** from the guild website. Be sure to complete the **Sale Waiver Form** before filling in your inventory.
- ❖ Email your completed inventory worksheet to WGBSale@gmail.com by October 19 or make other arrangements.
- ❖ Return two printed copies of your inventory records with your submitted items.

Price Tags

- ❖ 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. Please do not use plastic tags as they can snag the fabric.
- ❖ 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).

Item Delivery and Pickup

- ❖ **In Person Delivery:** Work may be dropped off at the Village Church in Wellesley on Wednesday morning between 9:00 am and 11:00 am. There is a road that goes right around the building. For a quick drop off you may pull up to the door and we will have a Guild member there to receive your inventory. There is no parking available in this area; it is for drop off only. You may make arrangements for another person to deliver your inventory. Please bring your articles in a covered plastic bin with a separate lid. Your guild number should be clearly marked on both the cover and sides 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.
- ❖ **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, October 28, between 5:30 and 6:30 p.m. at the Village Church in Wellesley. Check out with person at the cashier desk before exiting. Please make your own arrangements if you are unable to get to the church at this time.

Additional Info

- ❖ 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 Summer Winter Weave Challenge exhibit on the inventory form.

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.
- ❖ Please remove all extra thread clippings that should not be there.
- ❖ 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.

JURYING

- ❖ Wednesday October 25 10:00 am to 2:00 pm. Village Church Wellesley
- ❖ Please sign up to jury. Sign up sheets will be available at the September meeting.
- ❖ Due to the change in venue there will not be a Pot Luck Lunch as has happened in the past.
- ❖ Please bring a bag lunch.
- ❖ We have the use of a shared kitchen and will have coffee, tea, and water available.

COMISSIONS

- ❖ 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.
- ❖ A portion of the proceeds support the Guild Scholarship Fund.

WORKING THE SALE

- ❖ All Guild members are encouraged to work at the sale, whether they submit items for sale or not.
- ❖ Please remember that we need to be vigilant to the customers and help them when they require help.
- ❖ A Guild member must escort customers to the ladies room if they require a private space to try on a garment.
- ❖ We are in a location that will have other people and happenings going on and have only a designated area for our sale.

- ❖ We will have two positions that need to be filled and maintained during all open hours, “Greeter” and “Keeper” Please sign up for one of these important positions at the September meeting.
- ❖ Greeter needs to welcome customer in and give lay of land, no need to ask questions.
- ❖ Keeper needs to keep eye on floor and make sure that people do not wander into church area or leave through non-exit doors.
- ❖ Dress professionally when working at the sale.
- ❖ 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 and family know about the sale!

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.

EXHIBIT

This years Guild Challenge is Summer Winter Weave. It has been displayed at NEWS and Beth Guertin will display it again at our Annual Sale at the Village Church in Wellesley. Please take a look as you enter into the sale.

PARKING

Public parking is located across the street. There is no parking available at the Church. Please look at our website for the parking options.

