

## Weaver's Guild of Boston

### 2009 Annual Sale and Exhibit General Information

The Annual Sale and Exhibit will be held November 5, 6 & 7 this year. Thursday, November 5, will include jurying from 8:30 to 12:00 am, set-up, and then be open to the public.

#### Sale Hours

Thursday, November 5	5:00 to 9:00 pm
Friday, November 6	10:00 am to 9:00 pm
Saturday, November 7	10:00 am to 5:00 pm (Take-down will begin at 5:00 pm on Saturday.)

#### Contacts

##### Chair:

Suzanne Rothstein  
60 Woodchester Drive  
Weston, MA 02493

SuzR17@aol.com  
(781) 235-2214

##### Assistant Chair:

Linda Green  
67 Hammond St.  
Cambridge, MA 02138

lgreen2@comcast.net  
(617) 335-6668

#### Quality Requirements

For first-time weavers, as well as veterans submitting items, here are the standards that are expected of items to be juried. These requirements are intended to maintain the highest quality possible for the sale.

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 good finishes and edges.
- ❖ All items must be washed and pressed where applicable.
- ❖ Unwashed items must be finished properly.
- ❖ Yardage is acceptable, bolts only, dimensions marked.
- ❖ Personal labeling is acceptable.
- ❖ Hangers will be provided for garments.
- ❖ Jewelry, accessories, cards, and the like should be accompanied by display cases whenever possible. Please label these items. *Unidentified items are not the Guild's responsibility.*

#### Waiver

A waiver must accompany each consignor's inventory. They are available from the sale chair or can be downloaded from the web site.

#### Price Tags & Inventory Records

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

- ❖ Email your completed inventory worksheet to [wgsale@hands4.com](mailto:wgsale@hands4.com) **by November 1** or make other arrangements. Return two printed copies of your inventory records with your submitted items. See the Inventory Worksheet Instructions in the Excel workbook for details.
- ❖ Each item must have a Guild price tag. Attach price tags with the shortest string possible. *No pins, please.* The Guild will not be responsible for untagged items.
- ❖ List fiber content & care instructions on the back of the top half of the Guild price tag along with size or dimensions unless you have your own tag for that.
- ❖ Check the box on the WGB price tag **ONLY** if the item is a garment.
- ❖ If you have business cards, put some in an envelope attached to your inventory record.

#### Jurying

Thursday, Nov. 5, 8:30 am – 1 pm at the Josiah Smith Barn. New members who are interested in learning more about the jury process are encouraged to attend the October Weavers Helping Weavers session.

## Pricing

- ❖ The Guild will take 15% 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.
- ❖ Prices may not be changed during the sale.
- ❖ A portion of the proceeds support The Guild Scholarship Fund.
- ❖ More information about pricing your sale items can be obtained at the October Weaver's Helping Weavers.

## Participation

- ❖ *Any Guild member is welcome to work at the sale, whether they submit items for sale or not.* Sign up with the sale chair by phone, email or at the October meeting for a volunteer sales shift.
- ❖ Postcards advertising the Sale will be available at the September and October meetings or from one of the chairs.
- ❖ Dress professionally when working the sale.

## Delivery in Person

Inventory may be delivered in person to the sale chair at the October meeting, OR by appointment two weeks before the sale. Work may be dropped off at the Josiah Smith Barn in Weston on Thursday, Nov. 5, between 8 and 10 am. Include all items on the Check List (below).

## Shipping

Inventory may be shipped. Return postage will be deducted from the amount of the items sold or will be shipped COD. Please contact the sale chair for shipping details and arrangements. Pack your items well and include all of the items on the Check List (below). **Label the package with your name and guild number.**

## Pick-up

All items must be picked up on Saturday, Nov. 5 **between 6:30 pm and 7:30 pm** at the Josiah Smith Barn. *Items will not be available for pick-up until they are inventoried out.* Please make your own arrangements if you are unable to get to the barn at this time.

## Check-List for Sale item delivery

- Email inventory sheet to [wgbsale@hands4.com](mailto:wgbsale@hands4.com) (no later than November 1)
- Items to be sold (individually tagged)
- Two paper copies of inventory sheet
- Waiver
- Business cards if you have them
- Shipping & shipping payment instructions if necessary

The sale is a great time to share our passion with the public, enjoy the marvelous works of fellow Guild members and sell some of our items. Time is short, so get weaving! We look forward to another great sale!