

# HOLIDAY SALE 2023: Important Information for Vendors

## FAQ's About Online Documents and Fillable Forms

### 1. Q: Where can I find online materials for this year's sale?

A. Go to the Guild website's vendors' page ([www.weaversguildofrochester.org/vendors](http://www.weaversguildofrochester.org/vendors)) for the full range of downloadable documents. The Sale Packet includes the Prospectus, Registration and Sample Inventory forms, Instructions for filling out the inventory form, and Sample hang tags. Before registering, you must first read the Prospectus, as you will be asked to agree to the policies stated there for all vendors when you register.

### 2. Q: Can vendors register and pay online?

A: YES! You will find a registration form on the website's vendors' page (see above) that you can fill out and submit electronically. Online payment is automatically sent via Paypal – you do not need a PayPal account. If you prefer, you can choose to pay by check. You will not be considered registered for the sale until your registration form and payment are received. The deadline for registration and payment is October 15.

### 3. Q: I know that vendors must be Guild members. Can I pay my members' dues online?

A: Again, the answer is YES. If you go to the members' page on the website ([www.weaversguildofrochester.org/members](http://www.weaversguildofrochester.org/members)), you will find a membership application that you can fill out and submit electronically. As with holiday sale registration, online payment is sent via Paypal (for which you do not need a PayPal account), or by mailing a check.

### 4. Q: Will all vendors be using the online fillable form for their inventory lists and submitting them electronically?

A. YES. The use of barcodes requires electronic submission of all inventory lists by one week before screening day. In 2023, the deadline is **October 26**. This lead time is needed to enter the inventory data into our database.

### 5. Q: Where can a new user find help with the online fillable inventory form?

A: For a start, read the instructions given on the website's vendors' page for Holiday Sale Inventory Form. **Please note**, the online xlsx or xls options are spreadsheets and will open in Excel or Open Office. The PDF version is an online form that is fillable on an iPad.

**For additional help**, please contact Eleanor Hartquist ([hartquist@frontiernet.net](mailto:hartquist@frontiernet.net)) or Demaris Verzulli ([dverzulli@rochester.rr.com](mailto:dverzulli@rochester.rr.com)).

### 6. Q: Will I need to bring a printed copy of my inventory list to check-in/screening?

A: YES. You should print out 2 copies of your completed inventory form. Bring one copy to check-in/screening, and keep the other copy for your records; bring this second copy to check-out to verify sold and unsold items.

### 7. Q: How do I price my items?

A: On the vendor's page of the website you will find pricing charts for the years 2017-19 and 2021-22. Here various types of items are listed along with the range of prices for sold and unsold items. While pricing is a subjective matter, you can get some idea of how prices for items in our sale items have fared in past years.

→ **P. S. The deadline for receipt of online-fillable inventory forms is Oct. 26, one week before screening. It's a good idea to have a look at the online forms before the eleventh hour! Filling out hang-tags with time to spare is also desirable in reducing stress. ;-)**

## FAQ's About Barcoding for Sale Purchases

We began to use bar codes in 2021 and the results were a great success. Barcoding made the job of the cashiers much easier and reduced the waiting time for our customers. It also provided excellent sales records for finding missing items and tracking our sales.

Here are the implications for Vendors:

### 1) Q: What are Barcodes?

A: Barcodes are those striped labels on things you buy in grocery stores, drug stores and so on. They are a method of representing data in a visual, machine-readable form. Our sale will use a barcode scanner to read the barcodes on items in our sale.

### 2) Q: What will our Barcodes look like?

A: Our Barcode stickers will be comprised of the barcode and each Vendor's 3-initial ID and the Item Number from the Inventory Form. For example, Mary Jane Doe's initials are MJD. And she will have several items listed on her Inventory Form, Items 01 - 10, etc. Therefore, each item will have a unique designation that reads as an alpha-numeric MJD01 , MJD02 , MJD03 , MJD04 etc. as well as the barcode lines representing this information for the scanner to read. See below:



In the barcode above, the vendor ID for Mary Jane Doe (MJD) is followed by the item number (02). Note that items 1-9 on your inventory form will need to have a leading zero as a place marker; thereafter, 10-50, no leading zero is needed. Also, please do not add hyphens between vendor ID and item number.

### 3) Q: How will barcoding work for us?

A:

- i) When we receive the completed Vendor's 2023 Holiday Sale Registration Form, it will indicate the number of items the Vendor anticipates submitting to the Sale – up to 25 or 50. We will then prepare that number of Barcode stickers comprised of that Vendor's three initials and item numbers 01 through 25 or 50.
- ii) These barcode stickers will be distributed either by mail or by pick-up at a convenient location. We will arrange this with each Vendor.
- iii) The Vendor will attach each of these barcode stickers to the back of the Hang-tag with that Item Number, matching the Item Numbers and Item Descriptions from the Inventory Form.
- iv) The Barcode Sticker and Hangtag ID Code+Item no. - MJD01 for example - must match the Inventory Form ID Code +Item no. - MJD01 - for that unique Item Description and Price.
- v) Inventory Forms must be submitted electronically and by **October 26**. This is one week before screening day. No additional items for the sale can be added or changes made after October 26, because that lead time is needed for each Vendor's inventory file to be imported into the Square database and checked for accuracy.

vi) From the electronic Inventory Form, the information regarding Vendor Code + Item no, Item description and prices will be imported to a database of information stored in the Square system that we will use for sales. The extra lead time will allow for this process to go smoothly and the committee members can follow up on any problems.

vii) When the customer checks out and presents items for purchase, the cashier will scan the barcode sticker on the back of the hang-tag and the item will be added to the list of the customer's sale items in Square with a correct sales tax amount added. The customer can then choose to pay by credit card, cash or check, and Square will provide a printed receipt.

4) You can see that it is important that the hang-tag's Vendor ID Code + Item number match the barcode sticker applied to the back, and that the Item description and price match those of the item listed on the Inventory Form for that Item Number!

Hang Tag = Barcode = Inventory Form

5) This looks complicated, but basically the biggest change for the Vendors is to have their inventories ready and submitted electronically a week before screening. Members of the committee will be happy to help answer questions. For barcoding questions and help with the electronic filing of your inventory form, contact Eleanor Hartquist ([hartquist@frontiernet.net](mailto:hartquist@frontiernet.net)) or Demaris Verzulli ([dverzulli@rochester.rr.com](mailto:dverzulli@rochester.rr.com)).