



Weavers' Guild of Rochester, Inc.

enhancing lives through study and creative expression in weaving and fiber arts

2023 HOLIDAY SALE INFORMATION PREVIEW

The holiday sale packet below contains essential information for participants in this year's sale and is posted on the vendors' page of the Guild website, (<https://www.weaversguildofrochester.org/vendors>):

2023 Holiday Sale Packet of Documents

- Holiday Sale Prospectus (**Policies and procedures** you must follow to participate as a vendor).
- Holiday Sale Registration Form (**For online registration** use the fillable form on the website vendors' page at <https://www.weaversguildofrochester.org/vendors>)
- Inventory Form Instructions (**For online fillable form**, see vendors' page on website.
- Hang-tag Samples and barcode positioning instructions. (**Download online templates** for large and small tags from the website vendors' page. Note that the small tags were reformatted for barcode stickers in 2021, so do **not** try to use any from previous years.)
- FAQ's About Online Materials and Barcoding for Sale Purchases

Additional materials available on the Guild website/vendors' page:

- Holiday Sale Screening Standards
- Templates for Large and Resized Small Hang-tags
- Holiday Sales Overview and Pricing Data, 2017-19, 2021-22

NEW THIS YEAR:

- To simplify and streamline inventory forms, codes for pricing charts (Item Type, Technique, and Medium) have been eliminated, along with their supporting instructions; Pricing Charts post 2022 will be discontinued.
- Each vendor, once registered, will receive a confirmation notice with a suggested screening appointment time; the notice will also provide a link to sign up for a sale job.
- Additional volunteers will sign up for sale jobs only after the close of vendor registration on Oct. 15.

NEED HELP? If you have questions about any of the above materials, or need advice in completing one or more forms, please contact:

Mimi Smith (weaversmith71@gmail.com) for general information;

Gretchen Wheelock (gwheelock@esm.rochester.edu) for questions about screening appointments;

Eleanor Hartquist (hartquist@frontiernet.net) *or* Demaris Verzulli (dverzulli@rochester.rr.com)

for questions about barcoding and inventory forms;

Barb Snios (wgrfinmgr672@gmail.com) for questions about sale jobs.

TIMELINE: IMPORTANT DATES and DEADLINES in 2023

- Registration begins on **Sept. 1**. Be sure to renew your WGR membership **before Oct. 15!**
- Sale Registration deadline: **Oct. 15**; try our **easy-to-use online registration form** on the website vendors' page, and pay with PayPal (no account required)
- Once registered, you will receive notice about a screening appointment time and a link to sign up for a sale job.
- Deadline for electronic submission of inventory lists is **Oct. 26** (one week before screening), after which no changes can be made.
- Check-in and Screening Day: **Thurs., Nov. 2**, 11 AM – 6:00
- Sale dates and times: **Fri., Nov. 3**, noon-7; **Sat., Nov. 4**, 11-6; **Sun., Nov. 5**, 11-3
- Pick-up and check-out: **Sun., Nov. 5**, 4:00-5:00
- Sale and Screening venue: **AAUW House (Perkins Mansion), 494 East Ave.**



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2023 HOLIDAY SALE PROSPECTUS

Not only is the Holiday Sale our grandest annual event, it also reflects to the public who we are as a Guild. The items we display highlight the artistry and fine craftsmanship of our members, and we urge all vendors to submit their best quality pieces.

Sale Committee Chair: Mimi Smith (weaversmith71@gmail.com)

Barcoding & Inventory Forms: Eleanor Hartquist (hartquist@frontiernet.net) and Demaris Verzulli (dverzulli@rochester.rr.com)

Screening Appointments: Gretchen Wheelock (gwheelock@esm.rochester.edu)

Sale Jobs: Barb Snios (wgrfinmgr672@gmail.com)

GENERAL RULES

- All vendors must be individual or family members of the Weavers' Guild of Rochester in good standing as of **October 15, 2023**.
- Those who wish to be vendors but can't be on hand for a sale job, for check-in, and for check-out, must find their own substitutes.
- A non-refundable fee is due with the vendor's registration form on or before **October 15, 2023**: **\$15 for 1-25** items submitted; **\$25 for 26-50** items submitted. Vendors can register by completing the online registration form on the vendors' page of the Guild website and by paying via PayPal (no PayPal account needed) or a mailed-in check made out to Weavers' Guild of Rochester, Inc.
- Once registered, each vendor must sign up for 1) an appointment to have all items checked in and screened on **Thursday, Nov. 2**, from 11am– 6pm; and 2) a job during the sale (e.g., as a cashier, or host/hostess).
- Vendors may submit up to **50** items; each item must be listed sequentially on the vendor's inventory form and provided with a completely filled-out WGR hang-tag, with its own barcode sticker on the reverse.
- Registered vendors will receive bar code stickers for each of their items, which they will affix to the back of their hang-tags. Electronic receipt of all inventory forms will be required by Thurs., **Oct. 26** (one week before screening), **after which no changes may be made**.
- Vendors must bring one printed copy of their inventory form to check-in/screening, retaining a second copy for their own records; this second copy is brought to check-out to confirm sold items.
- In order to maintain an attractive and well-balanced show, the committee cannot guarantee that all accepted items will be on display throughout the sale.
- WGR will retain a 25% commission on all sold items.
- WGR will reimburse vendors for articles lost or stolen while in our possession at 75% of sale price, up to the limit of our self-insurance fund.
- All unsold work must be picked up by the vendor or designee between 4:00-5:00 on **Sunday, Nov. 5**. (Please do not arrive for check-out before 4:00.) Sale workers will help you check off sold and unsold items, or you can find a guild buddy to help you.
- Both check-in and check-out are especially busy times. Please do not bring children along when you are checking in and/or picking up your unsold items.

ELIGIBLE ITEMS

- Submitted items must contain hand-manipulated fibers, glass, metal or other appropriate media, and should represent the vendor's best original work.
- The following will not be accepted: work made from a kit or unmodified commercial pattern; CDs; artificial floral arrangements; scented items; consumables—including, but not limited to, foods, soaps, lotions.
- Items in various media must be primarily the work of the vendor. Collaboration, finishing, or tailoring by others must be specified on the inventory form and hang tags.

**PREPARING FOR CHECK-IN and SCREENING (For more details, see online documents:
Screening Standards, Inventory Form, and Hang-Tags)**

- Before registering for the sale, please read carefully all documents in this sale packet. There are several changes in policy and in the forms that you will fill out. If you have questions, please contact a committee member for help. (See above contact information.)
- Each item submitted at check-in must be properly listed on the inventory form, and must have a securely attached hang-tag with a matching barcode sticker on its reverse side.
- Sales tax will be collected by WGR and remitted to NYS. **Do not** include tax on your inventory form or hang tags.
- After check-in, the Screening Committee will check all items for craftsmanship, finishing, and suitability for end use. If a flaw that can be fixed prevents an item from being accepted for the sale, the vendor--if present--may make needed repairs and resubmit the item before the end of the screening process.
- Submitted items must be ready for display: clean and odor-/fragrance-free; pressed as appropriate; framed with proper hardware attached; bagged separately where necessary to avoid tangling.
- Unless bundled and sold in sets (e.g., note cards, coasters, placemats, etc.), multiple items must be assigned individual numbers and listed separately on the inventory sheets. The total number of items per vendor may not exceed **50**.
- Multiple small items (book marks, note cards, ornaments, earrings, etc.), may be submitted on a rack or in a container (box, case, basket, or stand) provided by the vendor and suitable for display. The display item should be labeled with the vendor's name and listed on the inventory form. Note that the Display Committee may choose not to use the container provided.
- The Screening Committee reserves the right to refuse items they feel do not represent WGR standards of craftsmanship and artistry.

Your submission of the completed registration form indicates acceptance of the above policies and rules.



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2023 HOLIDAY SALE REGISTRATION FORM

Venue: AAUW, The Perkins Mansion, 494 East Avenue, Rochester, NY
Check-in & Screening: Thursday, **Nov 2:** 11am–6:00pm (by appointment)
Sale hours: Fri., **Nov. 3**, noon-7; Sat., **Nov. 4**, 11-6; Sun., **Nov. 5**, 11-3.
Pick-up & Check-out: Sun. **Nov. 5**, 4:00-5:00.

To register as a vendor, you must submit a completed form with your entry fee by **October 15, 2023.**
Our preferred option is for you to submit your form and payment online. (See instructions on the **website/vendors' page:** <https://www.weaversguildofrochester.org/vendors>)

In addition to online submissions, paper registrations will be accepted at the September and October Guild meetings, or can be mailed to arrive before Oct. 15 in our Guild mailbox: Holiday Sale Registration, WGR, Inc, P. O. Box 616; E. Rochester, NY 14445. Make checks payable to Weavers' Guild of Rochester, Inc. and write "holiday sale" on the memo line.

* * * * *

(Please Print or Type)

Name: _____
(First) (Middle initial) (Last)

Address: _____

email: _____ **phone:** _____

Number of items you will submit (check one below and enclose check for the appropriate amount):
_____ 1 to 25 items - \$15 fee _____ 26 to 50 items - \$25 fee

To help us plan the sale set-up and display, please indicate the type(s) of items you may be bringing

If you are willing to lend **floor** lamps (pole, torchère, goose-neck) or Ott lamps for our use during the sale, please list the number and type below. A sale volunteer will contact you. (Please make sure the bulb is in working condition.)

NOTE: Before signing below, be sure to read carefully the current Screening Standards and Prospectus. All sale documents, including online fillable registration and inventory forms and hang-tag templates, are available on our website (www.weaversguildofrochester.org/vendors).

I have read and agree to follow the procedures set forth in the WGR Holiday Sale 2023 Prospectus:

Signature **Date**

QUESTIONS? Contact Mimi Smith (weaversmith71@gmail.com) for general information.
Contact Gretchen Wheelock (gwheelock@esm.rochester.edu) for questions about Screening.
Contact BarbSnios (wgrfinmgr672@gmail.com) for questions about Sale Jobs.



Weavers' Guild of Rochester, Inc.

Holiday Sale 2023 INSTRUCTIONS for Inventory Forms (See Sample Inventory Sheet, below)

Do not write in the first, last, "Sold," or "Notes" columns. In the second column, list your items sequentially in the following format: your ID code [first, middle and last initials] + item number (e.g., MJD01, MJD02 . . . MJD25, etc. Use a leading zero as place marker in nos. 01-09). Your hang-tags must be similarly marked with both Vendor ID code and item number--entries that will be replicated on your barcode labels. Adhesive barcode labels will be provided for you to affix to the reverse side of your hang-tags. In the "Brief Description" column, please include such information as color, or weave structure, which might help in locating a lost or mislaid item.

SAMPLE Inventory Form (Note: the online fillable form that you will use may appear somewhat different)

Full Name: Mary Jane Doe
(First) (Middle) (Last)

Vendor's ID code: MJD

Address: 100 Merino Drive, Plain Weave, NY 14609

Page 1 of ___

Phone and email: (555) 555-5555; mjdoe@happyfeet.com

Will you accept commissions? ___ Yes ___ No May we give interested persons your contact information? ___ Yes ___ No

In v	Vendor's IDCode +Item#	Brief Description of Item	Price (in full \$ only)	Sold v	Notes	Out v
	MJD01	Rep-weave Placemats (set of 2) – blue/green	30			
	MJD02	Plain weave Napkins (set of 4) – navy blue	24			
	MJD03	Baby sweater – blue/white striped	25			
	MJD04	Nuno-Felted Vest – green, pink	85			
	MJD05	Dryer Balls (set of 4) – misc. colors	12			
	MJD06	Jacket – Shibori, gold/teal	120			
	MJD07	Felted fingerless gloves - grn/prple	45			
	MJD08	Kumihimo earrings – blue & grn	15			
ETC.	MJD09	Bracelet – lantern-style glass beads	30			

Items received by (initial & date)_____. Items returned by (initial & date) _____ to _____ (initial). Bring one printed copy of your inventory form to check-in/screening and keep a second copy for your own records and to bring to check-out.

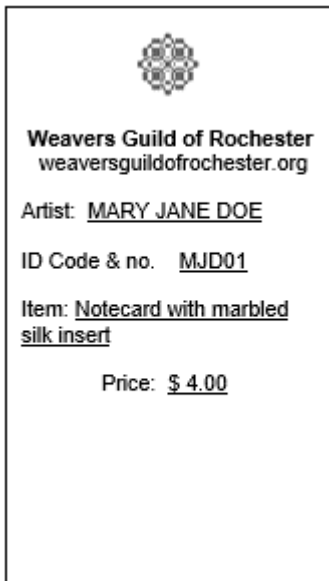
QUESTIONS? NEED HELP? Contact Eleanor Hartquist (hartquist@frontiernet.net) or Demaris Verzulli (dverzulli@rochester.rr.com)

2023 Holiday Sale – Hang Tag Samples

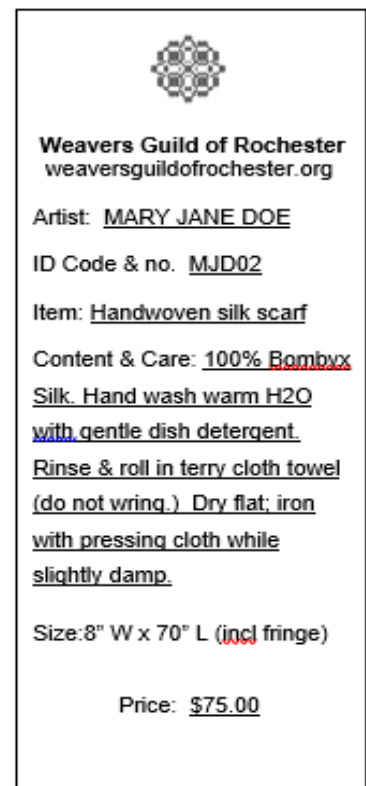
You may download files of pre-formatted tags from the WGR website www.weaversguildofrochester.org/vendors and print them out on white card stock.

Short Tags - for such items as notecards, earrings, bookmarks, etc. Can be taped to or inserted into a display sleeve (as in notecards) or attached with sturdy string (as in earrings, bookmarks, etc.)

Long Tags - for all fiber items and other items needing descriptions of content and/or care. Attach with safety pin or loop of sturdy thread using a darning needle to punch through label. (No straight pins, please!)



<----- Artist's Name ----->
 <-----ID Code and Item No. ----->
 (must match Inventory Sheet)
 <-----Short Description of Item ----->
 Content --->
 <--- Price
 (must match Inventory sheet)
 Care --->
 Size ----->
 Price ----->



Place your bar code on the back of the hang tag as shown at left.

The ID code + item number on the front of the hang tag **MUST MATCH** the code underneath the bar code on the sticker, **AND** the ID Code + Item Number on the Inventory Sheet.

Hang Tag = Barcode = Inventory Form

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) 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), 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) or Demaris Verzulli (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) or Demaris Verzulli (dverzulli@rochester.rr.com).