



Weavers' Guild of Rochester, Inc.

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

Holiday Sale 2025 Sale Packet

What we do for you as a vendor in our Holiday Sale:

- Advertising 2,000 postcards mailed to past customers
Print and social media notices posted
Posters printed and posted locally
- Beautiful venue Historic Perkins Mansion in central Rochester
Spacious rooms for a boutique display
Free parking
- Record keeping Accurate accounting of sales and payments
Barcoding and scanning for efficient check-out
NYS Sales Taxes calculated, collected, and paid for you
- Our volunteers Screen all sale items for high quality
Watch over your items during the sale
Help customers appreciate your craftsmanship
Provide demonstrations of our fiber arts
Donate items for generous door prizes

What we expect from you as a vendor in our Holiday Sale*:

- Modest fees Registration fee of \$15 for 1-25 items, \$25 for 26-50 items
- Careful reading Of online sale documents and instructions
- Attention To deadlines for registration, instructions for online inventory forms
- Preparation Of hang-tags, bar codes, and sale-ready items for screening
- One 2 ½ hr. job As Host/Hostess, Cashier/Wrapper, Check-in Worker, or Screener

*It should go without saying that if you have questions, problems, complaints, you will contact a Holiday Sale Committee member for help. Every Holiday Sale document has contact information for those who can help with general questions, specific forms, sale jobs, and screening.



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2025 HOLIDAY SALE INFORMATION PREVIEW

If you wish to participate as a vendor in the guild's 2025 Holiday Sale, this preview will alert you to various deadlines and to the online materials that you will need to consult on the vendors' page of the Guild website:

(<https://www.weaversguildofrochester.org/vendors>)

Our sale at Perkins Mansion will again run for two days: Saturday, Nov. 8, 10:00 AM–6:00 PM, and Sunday, Nov. 9, 11:00 AM to 3:00 PM. Check-in and Screening will take place from 11:00 AM – 6:00 PM Friday, Nov. 7. Check-out will be on Sun., 4:00-5:00 PM

TIMELINE: IMPORTANT DATES and DEADLINES in 2025

- Vendor Registration begins on **Sept. 1** and ends on **Oct. 15**.
- The **online Registration Form** is on the website vendors' page (see above), and is usable on tablets, computers, and mobile phones. You can pay with PayPal (no account required) or credit card.
- 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. 31** (one week before screening), after which no changes can be made. The online inventory form is on the website vendors' page.
- Check-in and Screening Day: **Fri., Nov. 7**, 11-6
- Sale dates and times: **Sat., Nov. 8**, 11-6; **Sun., Nov. 9**, 11-3
- Pick-up and check-out: **Sun., Nov. 9**, 4:00-5:00
- Sale and Screening venue: **AAUW House (Perkins Mansion), 494 East Ave, Rochester**

2025 Holiday Sale Packet Contents (on the Guild website/vendors page)

- Holiday Sale Prospectus (**Policies and procedures** you must follow to participate as a vendor).
- Sample of Holiday Sale Registration Form (**For online registration** use the fillable form on the website vendors' page at <https://www.weaversguildofrochester.org/vendors>)
- Sample of Inventory Form and Instructions (**For online fillable inventory 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 please 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 Small Hang-tags
- Holiday Sales Overview and Pricing Data, 2017-19, 2021-22. **Note:** Post-2022 Pricing Charts have been discontinued, along with pricing codes used on inventory lists. Although outdated, the earlier data may give you an idea of the price ranges of items at our sale.

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 (gretchenwheelock2@gmail.com) for questions about screening appointments;

Eleanor Hartquist (ehartquist@gmail.com) **or** Demaris Verzulli (dverzulli@rochester.rr.com) for questions about barcoding and inventory forms;

Barb Snios (emom54@gmail.com) for questions about sale jobs.



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2025 HOLIDAY SALE PROSPECTUS

Our Holiday Sale is not only a grand annual event, it also reflects to the public who we are as a Guild. The sale 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 (ehartquist@gmail.com)

and Demaris Verzulli (dverzulli@rochester.rr.com)

Screening Appointments: Gretchen Wheelock (gretchenwheelock2@gmail.com)

Sale Jobs: Barb Snios (emom54@gmail.com)

GENERAL REQUIREMENTS

- All vendors must be individual or family members of the Weavers' Guild of Rochester (WGR) in good standing as of **October 15, 2025**.
- 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, 2025**: **\$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 1) make an appointment to have all items checked in and screened on **Friday, Nov. 7**, between 11AM and 6 PM; and 2) sign up for a sale job (e.g., as a cashier/wrapper, 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.
- Registered vendors will receive barcode 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 Friday, **Oct. 31** (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. 9**. (Please do not arrive for check-out before 4:00.) Sale workers will help you check off sold and unsold items.
- 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; 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, as there may be changes from previous years in policies and in the forms that you will fill out. If you have questions, please contact a committee member for help. (See above contact information.)
- Sales tax will be collected by WGR and remitted to New York State. **Do not** include tax on your inventory form or hang tags.
- Each item submitted at check-in must be properly listed on the inventory form, and must have a securely attached WGR hang-tag with a matching barcode sticker on its reverse side.
- 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 day.
- 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 sale registration form indicates acceptance of the above policies and requirements.



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2025 HOLIDAY SALE: Sample REGISTRATION FORM

Venue: AAUW, The Perkins Mansion, 494 East Avenue, Rochester, NY

Check-in & Screening: **Friday, Nov. 7:** 11–6 (by appointment)

Sale hours: **Saturday, Nov. 8,** 10-6; **Sunday, Nov. 9,** 11-3.

Pick-up & Check-out: Sun. **Nov. 9,** 4:00-5:00.

To register as a vendor, you must submit a completed form with your entry fee by **October 15, 2025.**

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 on or 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.

NOTE: Before submitting your Registration Form, below, be sure to read carefully the current Screening Standards and Prospectus. These and all other sale documents, including online fillable registration and inventory forms and hang-tag templates, are available on our website (above).

* * * *

(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

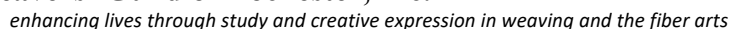
To help us plan the sale set-up and display, please indicate the type(s) of items you may be bringing _____

Submission of this completed form indicates acceptance of the policies and rules in the Prospectus.

QUESTIONS? Contact Mimi Smith (weaversmith71@gmail.com) for general information.

Contact Gretchen Wheelock (gretchenwheelock2@gmail.com) for questions about Screening.

Contact Barb Snios (emom54@gmail.com) for questions about Sale Jobs.



Items received by (initials & date) _____ Items returned by (initials & date) _____ to (initials) _____.
Present a printed copy of your online inventory submission at Check-in/Screening.



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FAQ's About Online Documents and Fillable Forms

Where can I find online materials for this year's sale? 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.

Can vendors register and pay online? Can I use my I-Pad and/or I-phone to do this? Yes and Yes! You will find an online registration form on the Guild website's vendors' page (see above link) 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 payment is received. **Registration begins on Sept 1 and closes on October 15.**

I know that vendors must be Guild members. Can I pay my members' dues online? 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 our holiday sale registration, online payment is sent via Paypal (for which you do not need a PayPal account), or by mailing a check made out to Weavers' Guild of Rochester, PO Box

Will all vendors be using the online fillable form for their inventory lists and submitting them electronically? **Yes.** The use of barcodes requires electronic submission of all inventory lists by one week before screening day. In 2025, the deadline is **October 31**. This lead time is needed to enter the inventory data into our database and check it for accuracy.

Where can a new user find help with the online fillable Inventory Form? For a start, go to the website's vendors' page and read the "Step by Step Instructions for Completing Inventory Forms" (also included in the Sale Pack. **Please note**, the online form is a PDF file and can be opened in PC and MAC devices.

For additional help, please contact Eleanor Hartquist (ehartquist@gmail.com) or Demaris Verzulli (dverzulli@rochester.rr.com).

Will I need to bring a printed copy of my inventory list to check-in/screening? **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.

How should I price my items?

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 we no longer keep these charts, you can get some idea of how prices for items in our sale have fared in past years.

→ **P. S. The deadline for receipt of online-fillable inventory forms is Oct. 31, 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

Why use barcodes? We began to use bar codes in 2021 and the results were a great success. The job of the cashiers was much easier, customer waiting time was reduced, and we got excellent sales records for finding missing items and tracking our sales. Therefore, we are continuing to use barcoding in our 2025 Holiday Sale.

What are barcodes? Barcodes are those striped labels on things you buy in grocery stores, drug stores and so on. Our barcodes will look pretty much the same, like this:

Our barcode stickers will be comprised of the barcode and each Vendor's 3-initial ID and the Item Number from the Inventory Form. The example shows the barcode for Mary Jane Doe's second item. (Notice that there is a leading zero before the 2, no space or hyphen between her initials and the item number.)



How do I get my barcode stickers? Based on the number of items you indicated on your Registration Form – up to 25 or 50 - you will receive the appropriate number of barcode stickers. You will receive them by mail, at a Guild meeting or by pick-up at a convenient location. We will arrange this with each vendor.

What do I do with the stickers? You will attach the correct barcode sticker to the back of the hang-tag for that item, matching the Item Number and Item Description from your Inventory Form. For example, the hang-tag for item MJD02 on the Inventory form will have the barcode sticker that says MJD02. Look at the page “2025 Holiday Sale – Hang-tag Samples” in this packet for help. **It is crucial that the barcodes match the inventory numbers.**

Can I change an item on my inventory? There can be NO CHANGES in your inventory once it has been submitted electronically by the October 31 deadline, one week before Screening. That lead time is needed for entry of all vendors' inventories into the Square database and checking the data for accuracy.

What if I make a mistake? If you make a mistake using the stickers, PLEASE get help on this! Demaris Verzulli dverzulli@rochester.rr.com or Eleanor Hartquist ehartquist@gmail.com will be able to step you through getting out of a problem. But it is the best idea to go through your hang-tag assembly following your inventory sheet carefully so that the items and barcodes match.

What happens with the barcode information at Check-in? Check-in workers will carefully compare three things: your Inventory Form as submitted on line, the Inventory Form printout you bring with you, and the hang-tags on all items, to be sure everything matches the Inventory Form as submitted on line.

What happens at the Sale? Cashiers will scan each barcode, just as at the grocery store, and the Square system finds your data and marks that item as sold.

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 (ehartquist@gmail.com) or Demaris Verzulli (dverzulli@rochester.rr.com).