

**Rocky Mountain Weavers' Guild Annual Sale
2024
General Information and Standards**

DATES		
Saturday, September 29	Spreadsheet Due by 5:00 p.m.	Completed spreadsheets must be sent to saletech@RMWG.org by deadline
Early check-in	By Appointment if you can't make check-in on Thursday	Contact salecheckin@RMWG.org to set an appointment
Thursday, October 10	8:00 - 9:30 a.m.	Equipment Set-up & Prepare for Check-in
	9:00 a.m. – 1:00 p.m.	Check-in
	10:00 a.m. until finished	Set-up
	4:00 - 8:00 p.m.	Sale Opening
Friday, October 11	10:00 - 6:00 p.m.	Sale Day
Additional Check-in	9:30 to 10:30	See Additional Check-in Conditions page 5
Saturday, October 12	10:00 a.m. - 4:00 p.m. 4:00 a.m. - 5:30 p.m. 5:30 - a.m. 6:30 p.m.	Sale Day Prepare for Check-out Check-out & Clean-up

LOCATION

Malley Recreation Center
3380 S. Lincoln Street
Englewood, Colorado 80113

OBJECTIVES

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- To preserve fiber art traditions through education and support Guild activities.
 - Promote and stimulate public interest in the traditional and innovative fiber arts.
 - Give members the opportunity to show, promote and sell their work.

CONTACTS:

sale@RMWG.org Sale Chair and contact for general questions, standards questions, blank fill-in content/care tags, sewn-in care labels

salecheckin@RMWG.org Contact for early check-in appointments

saletech@RMWG.org Send completed spreadsheet to this address and contact for assistance or questions about the spreadsheet or printing the price tags

SALE POLICIES

- A. Eligibility for participation in the Sale is limited to current members, who have paid their dues by the September membership meeting of the year of the Sale.
- B. The RMWG will receive a 25% commission on all sales after the Sale participant completes the minimum required work shifts. If a participant chooses not to work the minimum requirement, the Guild's commission will be increased to 40% (gallery standard) of that individual's sales. Should an

emergency or illness arise, a participant may still receive the 25% commission level, provided someone is found to work their shift(s) and the Sale Chair agrees.

Minimum work requirements for the 25% commission level:

1. First time sale participants with 10 items or fewer: One 2-hour shift.
2. Participants with 1-5 items: One 2-hour shift.
3. Participants with 6 or more items: Total of 6 hours. Six hours of shifts may be fulfilled by volunteering for three 2-hour shifts or one 4-hour shift plus one 2-hour shift. Demonstrations may only be applied to one of the required 2-hour shifts.
4. Business Members: Total of 6 hours.
5. Service as designated by the Sale or Committee Chairs.
6. Service as a member of the Sale Committee.

The following are jobs available for 2- and 4-hour shifts.

2 hour shift:	Greeter	4 hour shift:	Cashier
	Customer Service Assistant		Cashier Assistant
	Inventory Check-out Helper		Inventory Check-in Helper
	Props transport		Inventory Check-in Runner
	Demonstrations (can only be used as one of your required shifts)		Equipment to/from storage; Set-up; Take down

C. The Sale Committee is responsible for identifying items that may not be acceptable for sale. If a guild member has a concern or question regarding the quality or appropriateness of an item on display, it should be brought to the attention of the Sale Chair, who will consult with the Standards Committee. The Sale Chair is responsible for making the final decision on inclusion in the sale.

D. Similar or like items will be displayed at the discretion of the Set-Up Committee, who will restock as needed.

STANDARDS

All items must be the handcrafted work of a member(s) of the Guild in good standing; this includes collaborative work. Items submitted are subject to review by the Sale Committee.

A. Items must be constructed by using one or more of these techniques:

- | | |
|--------------------------------------|------------------------------------|
| Woven or other interlacing technique | Dyed or painted fibers and fabrics |
| Basketry | Pieced or appliquéd |
| Knitting | Handspun yarn |
| Crochet | Bead weaving |
| Knotting and Lace | Braiding |
| Stitchery and Embroidery | Handcrafted buttons |
| Felt | Rug hooking |
| Handmade paper | Upcycled |

B. Each item or piece of an ensemble must be of high quality.

C. The appearance of purchased materials and 50% or more of the surface of commercially dyed or printed fabrics must be SIGNIFICANTLY changed by extensive use of one or more of the above techniques.

- D. Items may not be made from commercial kits, imports, purchased baskets, wreaths, wooden boxes, T-shirts or sweatshirts. Items may not utilize any patterns or embellishments that are covered by copyright laws without written permission of the copyright owner. In such cases, the copyright owner must be credited.
- E. Beadwork must incorporate manipulated threads or woven techniques. Strung beads will not be accepted. Beadwork must be securely tied off so that beads are secure.
- F. Upcycled items: The guild's definition for "upcycling" is the use of material that was previously used for a different purpose, significantly changing the original function and appearance of the upcycled material. Some creativity and individuality must be involved. Items for sale must be composed primarily from previously used materials; new (or purchased) materials should be kept to a minimum. Review your upcycled items with the Standards Committee to make sure your items will be accepted in the sale.
- G. The goal of the sale is to highlight members' top-quality work, ranging in skill from beginner to advanced. In keeping with standard guidelines for quality work, items must be:
 - 1 New and not worn.
 - 2 Free of all odors except those inherent to the fiber (no fabric softeners, smoke, etc.).
 - 3 Safe for the intended use.
 - 4 Finished with care (match thread to cloth, clip loose ends, etc.). Finished properly and appropriately for listed care.
 - 5 Ready for display: washed, pressed, etc.
- H. Non-garment items that are meant for children under 3 years old should not have buttons, google eyes or removable parts.

The Sale Committee will be responsible for the interpretation of these standards and assisting members in meeting the standards. The decision of the Sales Chair is final.

INVENTORY

We are using printed barcoded price tags again this year. Sale participants will fill in a simplified spreadsheet and send this via email to the Sale Tech who will merge your information to barcoded price tags and will send you back via email a pdf to print your price tags. Members who are unable to fill in an electronic inventory sheet or who are not able to print from a pdf are encouraged to contact the Sale Committee at sale@RMWG.org for assistance *prior to the September guild meeting*.

If you wish to donate the proceeds of any or all of your items to the Guild General Fund, the Guild Sale Number 305 should be used, and a separate Inventory Sheet must be submitted with those item(s).

Be sure to send your file to the Sale Tech at saletech@RMWG.org by the deadline in the chart on the page 1. No late spreadsheets can be accepted.

A. Preparation

1. Standards - to avoid disappointment at check-in, be sure your work meets the Sale Standards outlined in the section above. Consult with the Sale Committee for assistance with questions regarding suitability, quality or assistance with your item.
2. Inventory Sheets – The *current* guild inventory spreadsheet (from the web page) must be used. See instructions below in the section labeled "Directions for Working with the Inventory Spreadsheet File." Inventory sheets can be opened and completed in any spreadsheet, eg, Google Sheets, Numbers, Excel. **NO HANDWRITTEN INVENTORY SHEETS WILL BE ACCEPTED AT CHECK-IN.**

3. Save and Submit – Save your spreadsheet in an Excel format (Select Excel 97-2003 if you are using a spreadsheet platform other than Excel). Send your completed spreadsheet via email to saletech@RMWG.org by the date in the chart on page 1. NO LATE SPREADSHEETS CAN BE ACCEPTED.
4. Print Price Tags – You will receive back via email a pdf with barcoded price tags from the Sale Tech. Print the barcoded price tags on cardstock. See instructions below in the section labeled “Printed Bar Code Price Tag Instructions.” Handwritten price tags without the barcode will NOT be accepted.
5. Attach Price Tags - All items must have the guild generated price tag with the bar code. Remove all other price tags or price information from your items.
 - a. Attach hangtags with perle cotton. **Do not use sewing thread to attach hangtags.** Make sure the tag is attached securely. If a tag has fallen off an item and cannot be found, the item will be removed from the Sale. NO pins, clips or things that can fall off and NO staples or things that can snag items will be allowed. If your item isn't suitable for a string tag (for example, greeting cards), you can tape it onto the item.
 - b. **Do not alter information on the printed barcoded price tag with white-out, stickers or scratch outs.**
6. Fiber Content and Care Labeling - As a service to our customers, and to meet Federal Trade Commission requirements, the following labeling requirements must be met:

All Textile Items must have a hangtag with:

- a. Fiber Content (in percentages)
- b. Country of Origin (of fiber used in item)
- c. Care instructions (dry clean or washing instructions)

This information will not be on the printed barcoded price tag. The required fiber content/care information can be on a separate artist's tag. This can be anything you choose: printed, handwritten, stamped, or use the pre-printed fill-in-the blank care and content hangtags available from the Sale Committee. Handwritten fiber content/care tags are acceptable. See hangtag examples on page 9.

All Textile Garments are required to have permanently attached (sewn-in) labels with care instructions. This sewn-in label is **in addition** to the hangtag above. Fiber content is not required on the sewn-in label. The FTC defines garments as “All textile wearing apparel used to cover or protect the body, including shoes, gloves, hats, scarves and small shawls.” Items such as handkerchiefs, belts, suspenders and neckties are excluded because they are not used to cover or protect the body. Care labels that can be sewn into garments will be available for purchase at guild meetings or by contacting the Sale Chair at sale@RMWG.org. Garments will not be accepted into the sale if not properly labeled.

All Yarn (handspun or dyed/painted) should be labeled with fiber content, weight and yardage.

Records: The artist must keep records on file for at least three years containing:

1. Percentage of fiber by weight and sample of fiber.
2. Date, source and quantity of raw materials purchased.
3. Date of manufacture and date of sale.

For more detailed information on labeling refer to the article “Demystifying Labeling for Textiles in the RMWG Sale” on the webpage.

7. Display - Bring your items ready for display. Wall art should have an appropriate hanging cord or wire in place. Clothing should be ready to be hung on guild hangers and all artist-supplied hangers will be returned to the artist at check-in.

CHECK-IN

Members of the Sale Committee will be available at the September guild meeting to answer any questions. There will be no check-in at the September meeting.

1. Early Check-in is no longer required. If you can't make check-in on Thursday, contact the check-in chair at salecheckin@RMWG.org to make an appointment for early check-in.

2. On-site Check-in at the Malley Recreation Center on Thursday, October 10, 2024, between 9:00am-1:00pm. No appointment is necessary.

3. Additional Check-in will be at the Malley Center on Friday, October 11, between 9:30 to 10:30 for items that were not brought to check-in, or needed to be repaired/modified for acceptance. The items brought to Additional Check-in must be on your original inventory spreadsheet and must have a barcoded price tag. You must have checked in the majority of your items at early or regular check-in to participate in the additional check-in.

4. Bring the following with you to early check-in and on-site check-in:

- Inventory properly tagged and labeled.
- Completed W-9 form if your inventory is more than \$800.00. The W-9 form is available at <https://www.irs.gov/forms-pubs/about-form-w-9>. We will have extra forms on hand.
- Dates and times of your shifts.

5. Check-in volunteers will compare each item's tag to the information on the submitted inventory sheets. Items without printed barcoded tags matching the inventory sheet will not be accepted. If the check-in volunteer has concerns about whether an item meets the standards, the Sale Chair and a Standards Committee member will be contacted and will make the final decision about inclusion in the sale.

CHECK OUT

The process begins when the last customer leaves at 4:00 on Saturday. Check out, sorting, and props volunteers will be assigned prior to the sale, and only those pre-arranged volunteers will participate in the sorting and check out procedure.

Check-out for sale participants starts at 5:30 p.m. Sale participants arriving earlier to pick up their items will need to wait outside the sale room.

Check out will be complete and all items must be picked up by 6:30 p.m. If you cannot come to check-out, make arrangements with someone to pick up your items and go through the check-out procedure for you. Please let the sales committee chair know, if possible, who will be picking up your items prior to checkout. You can indicate this at check-in as well.

Check Out Procedure

1. At 5:30, the sale participants may return to the facility and the doors will be opened for check out.
2. Check out volunteers will have verified remaining inventory. Sale participants may double-check their remaining inventory.
3. Once satisfied with the inventory tally, participants (or their proxy) must sign off on the bottom of the inventory sheet and take it to the check out table.
4. A checkout person at the check out table will verify the information on the inventory sheet and handle any discrepancies. The finalized inventory sheet is left with the check out person. The check out staff will return verified, signed check out sheets to the inventory notebook. This notebook is retained by the Inventory Committee for final processing of sales, commission and payout amounts.

The Guild Treasurer will arrange for your check to be mailed to you from the guild bank account after the Sale. Your final inventory sheet will be emailed to you if you did not receive it at check out.

WORKING AT THE SALE

You must arrive 15 minutes before your shift starts. Go to the break room to sign-in on the work schedule and get a name tag. Let the Volunteer Trainer or the designated person in charge of the day's shifts know you are there to receive any special messages before you begin working. Please do not bring your children to your work shift, turn off your cell phone while working your shift, and please do not wear blue jeans.

PRINTED BAR CODE PRICE TAG INSTRUCTIONS

1. All participants must fill in the file: "RMWG Guild Sale Sheet – BLANK.xls". This is available on the guild webpage. When saving, please change the word "Blank" to your name. See the Directions section below for help in filling in this spreadsheet AND for saving it to an Excel-compatible format.
2. **This file must be emailed by ALL participants to saletech@RMWG.org by the due date in the chart on page 1 so there is time to process your price tags.**
3. You will receive back via email a pdf ready to print your barcoded price tags. The sheet of price tags is letter-sized with 3 rows of 4 tags, 12 per page, about 2 1/4 by 3+".
4. Please print the price tag sheets on white or light-colored cardstock.
 - a. Use cardstock between 24 and 65 lbs or similar heavyweight paper. Thinner cardstock may not make it through all the handling of the item and the toner tends to crack off thicker cardstock.
 - b. Don't print in "draft" or toner-saver mode as the barcode comes out too gray. Please don't attempt to shrink the page; the barcodes have been sized and tested to reduce reading errors.
 - c. If you don't have printing capability, let the Sale Tech know that when you send in your spreadsheet and the Sale Tech will arrange to have the tag sheets printed for you.
5. Cut the tags apart and punch a hole, being careful not to chop off any part of the barcode. No perforations are needed on the tags; the full tag will stay with the item.
6. Inventory data does not carry over from year to year. Every item you plan to bring to check-in must be entered on your spreadsheet, whether it is new to the sale or has been in a previous year's sale.

DIRECTIONS FOR WORKING WITH THE INVENTORY SPREADSHEET FILE

1. Remember to save your work often.
2. Open the "RMWG Guild Sale Sheet – BLANK.xls" file. The file is designed to be simple so that you can use it in non-Excel programs like Google Sheets, Apple Numbers, etc. Immediately save this file and change the word "Blank" to your name (in Excel: select "File" from top menu ribbon and "Save As"). Then you can easily continue saving it to this new file name.
3. Please DO NOT hide any of the columns A through I or insert columns in between. If you would like to add additional columns for your own use, please do so after column I.
4. Please DO NOT add any formulas or macros to columns A through I or make changes to these column headings.

5. The following columns need to be filled in on the spreadsheet:
 - Guild Sale Number – this is the number assigned to you by the guild. You can easily fill these by entering your number in the top cell of the column, then highlighting it and the cells below then press Fill – Down to copy the information to all cells. If you need help with this, just fill in the first cell with your number and the Sale Tech will fill down.
 - Item number – this **MUST** be a number and **MUST** be unique. Please do not use any letters as they won't work with the barcode processing. The numbers must be unique, do not reuse item numbers. (You may also use Fill – Series with the increment of 1 to create a list of numbers.)
 - Inventory Category Code – Enter a two-digit numeric code describing the type of item. (See the Inventory Code list on page 8). Limit the use of 99-Other to those items that do not fit any other category. Review the item with the Standards Committee to make sure it will be accepted in the sale.
 - Technique Code – Enter a **single** letter code describing the technique used to create the item. (See the Technique Code list on page 8). The Technique Code should describe the finished product. If you knitted and then felted an item, it is considered felted. Limit the use of Z-Other to those items that do not fit into any other technique. Review the item with the Standards Committee to make sure the item will be accepted in the sale.
 - Article Description – this is a short description to help you identify the item. **KEEP THIS SHORT.** For example, your Category/Tech may be “scarf woven” and your description may be “green wool” or “Moonlight.” This column is used to help you match the price tag to your item. This should be short so it fits easily on the top part of the price tag. This should not include the fiber content, dimensions and/or care instructions; that information should be on your artist tags.
 - Price – Enter the price of the item. Use only **whole numbers (no cents)**.
 - Artist – this is the name you'd like printed on the tag. Your tags will have it printed exactly as you have entered it on the spreadsheet, with lowercase, initials, etc. Full names are better than cryptic abbreviations. This helps the check-out team sort items and, more importantly, helps the floor volunteers identify artists when a customer asks questions.
 - Column C and the last column I titled with “x” are placeholders to make it easier for the Sale Tech to process your sheet. Please don't put anything in these columns.
6. Remember to save your work often!
7. After you have entered all your items, please double check your list. Your list should include all items you are bringing to the sale.
8. **Final Save** - if you are using something other than Excel, please resave your file. Go to SAVE AS and select “Excel 97-2003” format. This is the file to send to the Sale Tech. If you are using Excel, the file you have been saving should already be in .xls format or .xlsx format and should be sent to the Sale Tech in that format.
9. Before or by the due date, email the spreadsheet file to saletech@RMWG.org. Earlier is better!
10. The Sale Tech will send you back via email a pdf of your price tags and a pdf of your inventory list within a few days of your spreadsheet submittal. Check your spam folder if you don't receive tags within a week, or email the Sale Chair at sale@RMWG.org to check if your spreadsheet has been received by the Sale Tech.

QUESTIONS/CONTACTS

Contact the Sale Chair at sale@RMWG.org if your questions are not answered in this document.

Inventory Codes

Technique Codes

			FOR THE HOME	A	Applique or Pieced
		50	Afghan or Throw	B	Beading
		51	Blanket, Quilt	C	Crochet
		52	Pillow	D	Dyed or Painted
	ACCESSORIES	54	Mat: Bath or Table	E	Embroidery or Stitchery
10	Bag	55	Napkins	F	Felted
11	Belt	56	Placemats	G	Braiding
12	Bracelet or Watchband	57	Runner	H	Rug Hooking
13	Hair Decoration	58	Tablecloth	K	Knitting
14	Hat	59	Table Set (eg, placemat w/napkins)	L	Basketry
15	Earrings	60	Towel	M	Polymer clay (accessory for woven items)
16	Necklace	61	Coaster or Mug Rug	P	Paper making
17	Pin (Jewelry), Lapel Ribbon, Badge	62	Sculpture	S	Spinning
18	Jewelry Sets	63	Wall Hanging, Picture	U	Upcycled
19	Men's Accessories	64	Wreath (not Christmas)	W	Weaving
		65	Ornament (not Christmas)	Z	Other
	BABY AND CHILDRENS	66	Pin Cushion		
20	Baby Blanket/Quilt	67	Sachet		
21	Baby Clothing	68	Misc Bath Item		
22	Children's Clothing	69	Misc Kitchen Item		
25	Dolls	70	Basket		
26	Doll Clothing & Accessories	75	Rug		
27	Stuffed Animal				
28	Toy		MISCELLANEOUS		
		80	Bookmark		
	CLOTHING	81	Card/Gift Tag		
30	Cape or Coat	82	Case: Needle, Eyeglass, Etc.		
31	Jacket	83	Christmas Decorations		
32	Dress, Sarong, Kimono	84	Key Ring		
33	Skirt	85	Magnet, Paperweight		
34	Top, Shrug, Shirt	86	Pet Accessories		
35	Vest	87	Wrist Distaff		
36	Sweater	88	Books Authored by Guild Member		
37	Ensemble	89	Handmade Tools		
40	Ruana, Poncho	90	Miniatures		
41	Boa	91	Kits		
42	Mittens, Gloves, Muff	92	Handmade Books		
43	Scarf or Muffler	93	Unspun, Prepared Fiber		
44	Scarf Sets	94	Yardage		
45	Shawl or Stole	95	Yarn		
46	Socks	96	Warp Chain		
47	Shoes or Clogs	97	Buttons		
49	Men's Clothing	99	Other		

TAG EXAMPLES

Price Tag with Bar Code
 Printed on cardstock
 Required on every item

Guild Sale Number and
 Item Number

Price



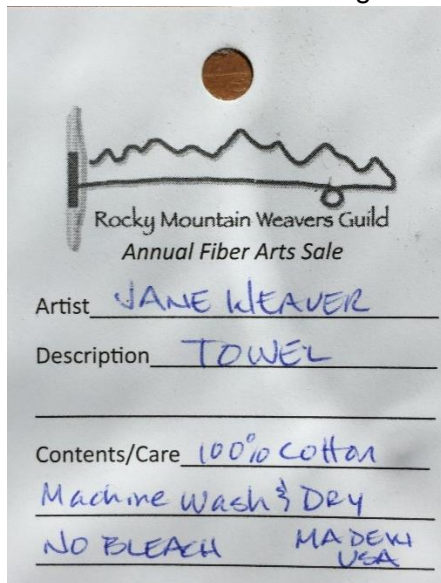
Your name as entered on spreadsheet
 Description you entered on spreadsheet

Category and Technique generated
 by codes you entered on spreadsheet

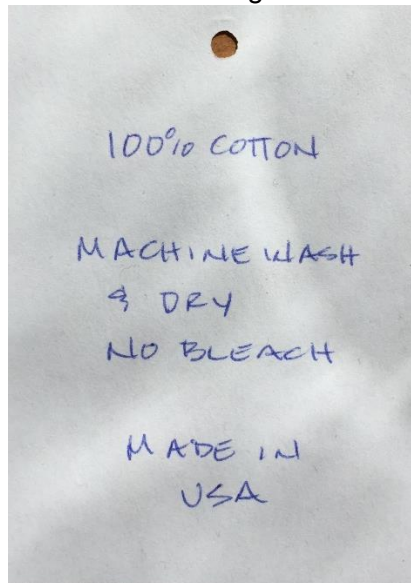
Generated bar code – make sure the
 entire bar code, including the numbers,
 is on the tag

FIBER CONTENT/CARE TAGS Required on all textile items

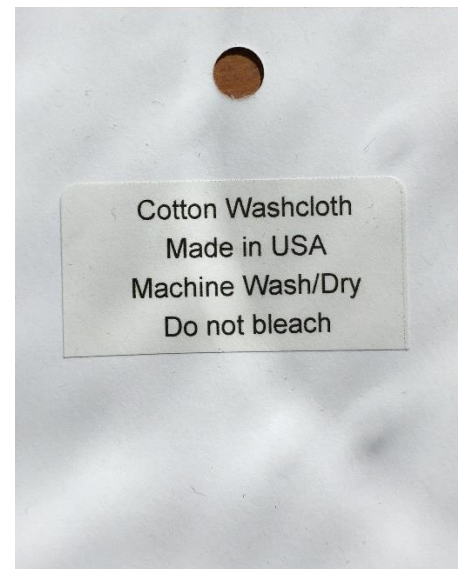
Blank fill-in tag (old hangtags cut
 above the price line)
 Ask Sale Chair for blank tags



Handwritten tag



Printed label on back of
 separate tag or business
 card



Other Hangtag Ideas:

- Use artist's business cards with fiber content/care on back
- Print fiber content/care on cardstock and cut to size

All garments need a sewn-in label with care information in addition to the hangtag above.