

## CHH SALE RULES

Houston Center for Contemporary Craft, 4848 Main Street  
Thursday – Saturday, August 21, 22, and 23, 2008

The annual sale is an opportunity prepared by and for CHH members. All those wishing to sell must be CHH members in good standing, with dues paid. In order to promote the primary crafts that CHH represents, only items in the following categories will be accepted:

- ❖ Handwoven (interlaced items in any medium) cloth, or items made from handwoven cloth
- ❖ Handspun yarn or items made from handspun yarn. Knitted and crocheted items are acceptable only if made of handspun.
- ❖ Basketry, hand-made paper, felted items, bead weaving (no strung beads)
- ❖ Accessories and/or tools for weaving, spinning and dyeing (includes cards and stationary, hand-made buttons, hand-dyed yarn). Photographic reproductions are acceptable in card/stationary format only.
- ❖ Hand-dyed items
- ❖ Not sure if it fits? Don't hesitate to call and ask.

Only high quality items will be accepted. Remember that you are representing CHH as well as yourself. In keeping with standard guidelines of quality work, pay attention to the following:

- ❖ Articles must be washed, and pressed
- ❖ Good workmanship with no *glaring* weaving errors
- ❖ Pay attention to finishing: match your thread color to your cloth, clip your loose threads.
- ❖ Finish your edges (knotting, twining, hemming, etc.)
- ❖ Get rid of odors (smoke, mothballs, mildew)
- ❖ Check your goods for stains, especially if they have been stored.

***All items submitted for sale must be the work of the person submitting them.***

***The sale committee reserves the right to reject any items that do not meet the above guidelines.***

**Rules for Inventory and Tagging.** All sale items must be properly inventoried and tagged. Items sold in sets, such as placemats or mug rugs, must be securely attached together. We have organized procedures and do our best to prevent loss. However, CHH is a non-profit organization that relies on volunteer workers, and cannot be responsible for lost or missing items. To help insure that nothing goes missing, and that you receive proper credit for your sales, the following rules must be followed with respect to inventories and tagging:

- ❖ Standard inventory sheets are provided. Fill out the form ***completely***. A list of item codes is included with these rules.
- ❖ Numbering must be sequential (beginning with 1) and may ***not*** include letters -- 2nd page should begin with #26, 3rd page with #51 etc...
- ❖ CHH sale tags must be used. Tags must include: Member's ***last*** name (include 1<sup>st</sup> initial when needed); Item number (sequential 1-?); Item Code (see list); Description — brief; Price (only whole dollar amounts, please — cashiers will round any prices including cents ***down*** to the nearest whole dollar). Press hard, print ***legibly*** and use an ink pen when filling out the tags. Any unused tags should be returned at check-in.
- ❖ Separate labels or tags with the weaver's name, care instructions and fiber content are encouraged, and are extremely useful to the buyer.
- ❖ Use safety pins or yarn (not straight pins) to attach tags and labels. Attach them ***securely***. ***If your tags fall off, the sale committee will not retag your items, and they will not be on the floor for sale. This is necessary to prevent cashiering and bookkeeping errors and to preserve the sanity of the sale chair.***

**Drop off/Check-in:** Thursday, from 9:00a.m. - 11:00 a.m. At this time, your merchandise will be checked in using your inventory sheets. The committee will also check to make sure each item is ready for sale. Any item that does not meet the guidelines will be rejected. If you are unable to bring your things at the designated time, please call the sale chair *in advance* to make other arrangements. ***There will be no pre-sales during check-in or set-up . Don't even ask!*** Come to the opening Thursday night for the best selection.

**Pick-up:** Saturday, from 6:30 – 7:00 p.m. **No** items may be picked up prior to 6:30 p.m.. Please do not enter the sale area prior to 6:30 unless you plan to help take down the sale. If you arrive early, please just wait in the parking lot. All inventory must be picked up ***no later than 7:00 pm*** unless other arrangements have been made with the sale chair. ***As a courtesy to the sale chair and to the volunteers who are working the take-down shift, please do not be late.***

**Fees and Commissions.** There is an \$18.00 entry fee per person. Additionally, CHH will receive the following commission on each sale: 18% for those working 3 hours or more on the sale; 23% for those not working at least 3 hours.

**Item Code List:**

Christmas:

- 01 Ornaments
- 02 Stocking/Misc.

Home:

- 50 Mug Rugs/Coasters
- 51 Towels/kitchen/dish
- 52 Towels/fingertip/guest
- 53 Placemats/sets/single
- 54 Napkins/sets/single
- 55 Table runners/cloths
- 56 Pot holders/hot pads
- 57 Apron
- 58 Rugs
- 59 Pillows
- 60 Throws/blankets
- 61 Baskets
- 62 Furniture
- 63 Wall Hanging/sculpture
- 64 Misc.

Miscellaneous:

- 70 Bookmark
- 71 Cards/Calendars
- 72 Pincushion/sachet
- 73 Boxes
- 74 Felted items/not incl. Hats
- 75 Handspun yarn
- 76 bags/gift/jewelry

Baby:

- 20 Blankets
- 21 Bibs
- 22 Clothes/slippers
- 23 Toys/dolls/stuffed animals

Fashion/Accessories:

- 30 Scarves/boas
- 31 Shawls
- 32 Vests
- 33 Outerwear/jackets/ponchos
- 34 Clothing/top/sweater
- 35 Totes/purses
- 36 Jewelry
- 37 Hats/headbands
- 38 Belts
- 39 Socks
- 40 Mittens
- 41 Other/Misc.
- 42 Buttons

**Sale Chair:** Clarice Shanks, 281-471-5242, [upsstudio@att.net](mailto:upsstudio@att.net)