

CHH SALE RULES

Thursday, September 24 –Saturday, September 26, 2009
Houston Center for Contemporary Craft, 4848 Main Street

1. Purpose. The Annual Show and Sale is an opportunity prepared by and for CHH members for the purpose of promoting the fiber crafts that CHH represents. It is intended to be a unique, exclusive venue for those specific crafts. In keeping with this purpose, the Show and Sale is open only to CHH members, and only to items which conform to the standards set forth in these rules.

2. Sale Committee. The Sale Committee consists of the Sale Chair, the CHH Treasurer, and the following positions to be appointed by the Sale Chair: Check-in Supervisor, Set-Up Supervisor, Take-down Supervisor, and any other positions of responsibility that the Sale Chair may designate.

3. Item Categories. Only items in the following categories will be accepted – *no exceptions*:

- **01 – Handwoven** – Interlaced items, including basketry, wire weaving, and kumihimo.
 - **02 – Handspun**
 - **03 – Hand-dyed** items, including yarn
 - **04 – Handmade Felt** – Includes needle felted items
 - **05 - Filled Items** – Includes knitted and crocheted items
 - **06 – Handmade Silk Fusion**
 - **07 – Handmade Paper**
 - **08 – Bead Weaving** – Includes items woven on bead looms or using off-loom bead weaving techniques, such as brick stitch, peyote stitch, right-angle weave, ndebele, herringbone, netting, and the like. Strung beads are *not* acceptable unless they are sold as part of a set that includes at least one item in an acceptable category. Sets must be priced and sold as one unit.
 - **09 – Handmade equipment or tools** for any of the above categories. Notions, such as buttons and zippers are *not* acceptable.
- Each of the above categories includes items made from or incorporating materials within that category. For example, the “Handspun” category includes both handspun yarn and items made using handspun yarn.
 - Knitted and crocheted items are not acceptable unless fulfilled or made with handspun or hand-dyed yarn.
 - Cards and stationery are acceptable only if they include materials within one of the above categories. Photographic reproductions are *not* acceptable.

4. Member’s Own Work. On the Inventory Sheet (see paragraph 6), the participating member must designate the appropriate category for each submitted item. All work within that category must be the submitting member’s own work. For example, if a member designates an item as “Handspun,” then the spinning must have been done by the submitting member. Consequently, items made completely from purchased components are not acceptable. Collaborations are acceptable as long as they satisfy this requirement.

5. Quality Standards. Only well-crafted items made of high quality materials will be accepted. Participants are representing not only themselves, but also CHH, its general membership, and its represented crafts. It is CHH’s intention to be inclusive and welcoming to all members who wish to participate in the Show and Sale; however, the Sale Committee reserves the right to reject any items that do not conform to these rules (see paragraphs 6 -8, below).

6. **Inventory and Tagging.** CHH's tagging and inventory system is designed to minimize losses and to ensure that all members receive proper credit for their sales. All items must be delivered to sale check-in properly inventoried and tagged, and the following rules must be observed:

- Items sold in sets, such as placemats and mug rugs, must be **securely** attached together.
- Standard inventory sheets will be provided and must be used. Fill out the form **completely**. Category codes and item codes are included in these rules.
- Numbering on the inventory sheet must be sequential (beginning with #1) and may not include letters. If more than one page is used, the next page should begin with the next number in sequence – do not start over with #1.
- CHH-provided sale tags **must** be used. Tags must include the following information in the appropriate spaces:
 - Member's first & middle initial, and last name
 - Item Number
 - Item Category Number
 - Item Code Number
 - Brief Description
 - Price – State prices in **whole dollars only**. Cashiers are instructed to disregard cents when writing sales.
- **Print legibly** on both tags and inventory sheets. Cashiers and check-in/take-down staff must be able to read your inventory sheets and tags in order to keep proper track of your items and give you proper credit for your sales.
- Additional labels or tags with the weaver's name, fiber content, and care instructions are encouraged.
- Do **not** use straight pins to attach tags and labels. Use safety pins or yarn and 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.***

7. **Check-in.** Sale check-in will be Thursday, from 9:30 – 11:30 a.m. Items must be dropped off at the sale location during this time period, unless other arrangements have been made with the Sale Chair. Upon arrival, the participant should check in with the Check-In Supervisor, and should leave after doing so, unless he/she is working check-in or set-up. The Check-In Supervisor, will assign each member's merchandise to a 2-person check-in team. The team will then check in each participant's merchandise using the completed inventory sheets. Check-in teams will also ensure that each item satisfies the requirements of these rules and is properly tagged and ready for sale. **Members may not check in their own inventory.** Any questions or disputes as to whether an item satisfies the requirements of these rules will be resolved by the Check-In Supervisor. If a member disagrees with the Check-In Supervisor's decision, he/she may appeal to the Sale Chair, and the Sale Chair's decision will be final.

8. **Set-up.** Sale set-up will begin at 11:00. Prior to the sale, the Set-up Supervisor will select his/her Set-Up Team from a list of volunteers provided by the Sale Chair. The Set-up Supervisor will notify members of the Set-up Team in advance and, to the extent possible, assign specific set-up areas to each team member. ***Only people officially assigned to the Set-up Team will be allowed to remain in the sale space during set-up.*** The Set-up Supervisor will have full discretion as to the layout of the sale space. If the Set-up Supervisor designates a team member as responsible for a particular area, then that team member's decisions as to the set-up of that area shall be final, unless overruled by the Set-up Supervisor. It is CHH's intention that members' items are to be displayed on the sale floor as a group. ***No member is to have space exclusively devoted to his/her work.*** The Set-up Supervisor may decline to display on the sale floor any checked-in items that he/she believes do not conform to the standards set forth in these rules. If a member disagrees with the Set-up Supervisor's decision, he/she may appeal to the Sale Chair, and the Sale Chair's decision shall be final.

9. **Take-down.** Take-down will be from 5:00 - 6:00 p.m. on Saturday. The Take-down Supervisor will select a Take-down Team from a list of volunteers provided by the Sale Chair. The Take-down Supervisor will notify team members in advance and, to the extent possible, assign specific areas of responsibility to each team member. ***Only people officially assigned to the Take-down Team will be allowed in the sale space during take-down.*** The Take-down Supervisor will have full discretion as to the take-down procedure, unless overruled by the Sale Chair.

10. **Pick-up.** Members may pick up unsold inventory between 6:00 and 7:00 p.m. on Saturday. No items may be picked up prior to 6:00 p.m. Please do not enter the sale area prior to 6:00 p.m. unless you are on the Take-down Team. If you arrive early, please wait outside the sale area. ***All inventory must be picked up no later than 7:00 p.m. Do not be late.***

11. **Fees and Commissions.** There is a \$20 entry fee per person. Additionally, CHH will receive the following commission on each sale: 20% for those working 3 hours or more on the sale; 35% for those not working at least 3 hours.

12. **Work Schedules.** The Sale Chair will set the work schedule and will notify participating members in advance of their assignments, with the input of the Set-up Supervisor and Take-down Supervisor, where appropriate. On the Sale Entry Form, members should designate a first, second, and third choice of work assignment.

13. **Losses.** CHH has organized procedures that are designed to minimize loss; however, CHH is a volunteer organization that relies on volunteer workers, and is not responsible for any lost or missing items.

14. **Sale Chair.** Clarice Shanks, 281-471-5242

Sale Co-Chair. Kaye Evans, 832-372-4718. Email: sale.chh@gmail.com

MANDTORY Coding System Below MUST BE USED

On ALL Inventory Sheets and Sale Tags. NO EXCEPTIONS!!

Category Code List:

- 01 – Handwoven
- 02 - Handspun
- 03 - Hand-dyed
- 04 - Handmade Felt
- 05 – Fulled Items
- 06 – Handmade Silk Fusion
- 07 – Handmade Paper
- 08 – Bead Weaving
- 09 - Handmade equipment or tools

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 Miscellaneous home

Miscellaneous:

- 70 Bookmarks
- 71 Cards/calendars
- 72 Pincushion/sachet
- 73 Boxes

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/tops/sweater
- 35 Totes/purses
- 36 Jewelry
- 37 Hats/headbands
- 38 Belts
- 39 Socks
- 40 Mittens
- 41 Other/Misc.

Miscellaneous:

- 74 Felted items/not including hats
- 75 Handspun Yarn
- 76 Bags for gifts & jewelry

******SAMPLE OF HOW TO CODE A HANDWOVEN BABY BLANKET******

Category Code: 01 (Hand-woven) ~ ~ Item Code: 20 (Baby: Blanket)