

Fiber to Finish Spinning, Weaving, and Fiber Arts Guild

Sales Functions Guidelines

January 31, 2015

This document is referenced by the Fiber to Finish Bylaws. Changes to the set of guidelines listed below shall be ratified by vote of Guild members.

Guidelines for all Fiber to Finish Sales Functions:

Sales functions in which the Fiber to Finish Guild participates as a group is open to all members, provided they abide by these guidelines.

1. All sales at Fiber to Finish functions or meetings must go through the guild, no exceptions.
2. All finished products or raw materials must have value added by the vendor.
3. There is no restriction on the fiber content of the sales items; however, use and promotions of natural fibers is strongly encouraged.
4. Fiber to Finish will receive ten percent (10%) of each sale at events or meetings.
5. Each vendor will receive payment within thirty (30) days for items sold at Fiber to Finish functions or meetings.
6. The vendor is responsible for pricing, marking, and tagging all sales or display items.
 - a. Tags should be a white card/tag approximately the size of a standard business card, if practical. Tags shall be legible.
 - b. Tags shall include at least the following items:
 - Artist's name
 - Price, or "NFS" if the item is not for sale
 - Item number corresponding to the item description on the Inventory Sheet
 - c. Additional markings that are strongly encouraged include:
 - Fiber content
 - Care instructions
 - d. Items should be priced to the nearest half dollar (\$0.50).
7. Each vendor will provide two (2) completed inventory sheets to the sales supervisor before the start of the function.
 - a. One inventory sheet will be returned to the vendor and the other will become a guild record.
 - b. Standardized blank inventory sheets will be provided to the vendors.
 - c. Use of the vendor's initials as part of the item number is recommended.
8. Each vendor is responsible for removing her/his items from the place of the exhibit.

9. Fiber to Finish will only be responsible for sale and collection of payment for its members' sale items displayed in the guild exhibit area/booth.
10. Members who wish to be included in the sale/exhibit of a multi-day event but do not or cannot participate in the daily exhibit will pay a five dollar (\$5) fee to the guild (in addition to any sales commission (see item 4).

While Fiber to Finish will make every effort to secure items and equipment that are placed on display, the guild assumes no responsibility for loss, theft, or damage of these materials.