

## What Every Sale Participant Needs to Know **BSW Sale Participation Guidelines**

BSW sales are Guild sales. You may include as many or as few items as you like. Items will be arranged and displayed in a manner determined by the set-up committee. Sales are not set up in a booth like fashion.

All items must be fiber related or utilize a fiber technique and meet Guild guidelines. See Guild website for details, [blacksheepweavers.com/Member Services/Sales Instruction](http://blacksheepweavers.com/Member%20Services/Sales%20Instruction). READ ALL SECTIONS! If you are not sure if your item meets Guild guidelines you may bring it to a meeting prior to the sale and it will be reviewed by a sale committee member. Any item which consists of more than one part must be attractively bundled together, bagged or boxed. No zip-loc baggies. Items may be removed from the sale at the discretion of the sale committee if deemed unacceptable.

Every Guild member is issued an ID number which must appear on your inventory sheets and each sale tag. ID numbers are listed on the Guild roster or see the Treasurer.

Every item must have a Guild issued sale tag correctly filled out, legibly printed and firmly attached. You may also attach your own business card. See website for all tag information.

All sale items must appear on a Guild Inventory Sheet. Again see website for copy of inventory sheet and how to complete.

You must sign a Sale Participation Waiver. Again see website. Waivers are kept on file, it is not necessary to sign one for each sale.

Bring any Guild props you are storing and/or any other props useful to the sale during the designated times.

You must bring your items to the sale during the specified drop off time. Items and inventory sheets will be checked in by a committee member. Group similar items together i.e. all jewelry, children items, scarves, etc. If you bring three or more bins, please label Bin #1, Bin #2, etc. with an assortment of each type of item in each bin. Make sure your name is on all bins (lids and bottoms), bags or boxes used for transporting your items. You may store these items at the sale for use in taking home your unsold items.

You are required to work at least one shift during the sale and one job to help put on the sale. Sign-up sheets will be available at the meetings. If you are unable to work your assigned shift or your job, you are responsible for finding a substitute. When working the sale you are an ambassador for the Guild. Interact with customers in a friendly, helpful manner; help promote the Guild and fiber arts in general. Wear your Guild name tag and a Guild apron or tee shirt, or a hot pink shirt.

All sale participants must help with sale take-down, returning props to storage shed and clean-up of the sale area.