

Portland Handweavers Guild Sale Guidelines

Approved 9/26/13

Sale Purpose

The Portland Handweavers Guild annual sales promote public awareness and appreciation of quality hand woven and hand spun works; serve as a market place for members; provide public outreach; and can serve as a fundraiser for the general operating budget of the Guild.

Sale Timing and Venues

Within the budget year of the Guild, two annual sales may be held. A Fall Handwoven Sale or Handwovens for the Holidays in a local venue and a Spring Gathering of the Guilds held at the Oregon Convention Center. Commissions and charges to vendors are to be determined separately for each sale.

Entry Standards

- A. All items submitted for sale must be hand crafted by PHG members.
- B. Items must either be original in concept, design and execution or of historical or ethnic derivation.
- C. Items should belong to one or more of the following categories
 - 1. Predominantly hand woven
 - 2. Basketry
 - 3. Hand spun and/or hand dyed yarns
 - 4. Constructed with hand spun yarn or fibers
 - 5. Felted
 - 6. Bead weaving
 - 7. Weaving related (handmade tools, looms, fleece and spinning, card weaving)
 - 8. Greeting cards
 - 9. Embellishments and surface design
 - 10. Shibori, devore and other fiber arts (no quilting please)

Items not covered in the above list will be screened by the Sale Chair for suitability. Committee reserves the right to remove items not covered in this list.

- D. Items shall be ready for exhibition, installation and sale. This includes:
 - 1. Items are of good quality as determined by Sale Chair
 - 2. Finished in a manner appropriate for the intended use (washed, fulled, pressed, brushed or framed with suitable hems, seams, embellishments, fixtures, closures, etc)

- E. Tags with appropriate sizes, materials, fiber content and care instructions should be attached. A strip showing artist's name, item # and price that can be cut off at sales table and added to inventory sheet for payment at the end of the sale.

- F. Inventory sheets to be provided for Central Sales with artist's name, item number, price and identifying information of item being sold.

Working at the Sale: Artists may be asked to fill in for various jobs during the sale.

Demonstrating during the Sale: Demonstrations are to take place outside of the sale area to encourage people to enter the sale and show place and to maintain easy access to all booths and displays. Artists may work on items within their booths such as hemming, knitting, spinning, felting and can explain the processes they are using as appropriate.

Snacking: The sale and show area shall be treated with respect for the work of all members. Eating should be done outside of the sale area. Any local regulations regarding food and drink shall be honored.

Commissions and Booth Space: All artists participating in any sale held by PHG shall be equally responsible for paying established commissions and booth rental as determined for that sale.