

**CHT MEMBER SALE RULES**  
**CONFERENCE SALE DATES June 2, 2023 – June 3, 2023**

1. **Purpose.** The CHT Member Sale is an opportunity prepared by and for CHT members for the purpose of promoting the fiber crafts that CHT represents. It is intended to be a unique, exclusive venue for those specific crafts. In keeping with this purpose, the CHT Member Sale is open only to CHT members, and only to items which conform to the standards set forth in these rules.
2. **Sale Committee.** The Sale Committee should consist of two Sale Chairs, the CHT 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:***
  - Handwoven**—Interlaced items, including basketry, wire weaving, and braiding.
  - Handspun** – includes knitted and crocheted items
  - Hand-dyed** items, including yarn & yardage
  - Handmade Felt** – Includes needle felted items
  - Fulled Items** – includes knitted and crocheted items
  - Handmade Silk Fusion**
  - Handmade Paper**
  - 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.
  - Handmade equipment or tools** for any of the above categories. Notions, such as buttons and zippers are ***not*** acceptable.
  - Cards, stationery, books, bookmarks** are acceptable only if they include materials within one of the above categories. Photographic reproductions 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 (see item 4).
  - Knitted and crocheted items are **not** acceptable unless fulled or made with handspun or hand-dyed yarn (see item 4).
4. **Member’s Own Work.** 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. 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 themselves, CHT, the general membership, and the represented crafts. It is CHT’s intention to be welcoming to all members who wish to participate in the CHT Member Sale. However, the Sale Committee reserves the right to reject any items that do not conform to these standards and rules.

**6. Inventory and Tagging.** ConsignPro software is used for this event. You will enter your inventory of items to sell using this software. Your items must be delivered to sale check-in properly inventoried and tagged. The following rules must be observed.

- A “Consignor Number” is assigned to each person when they submit their Entry Form. This number is used when entering your items on the ConsignPro Remote site. Detailed instructions will be sent to each person to facilitate data entry.
- Each member may submit up to a total of **50** inventoried items. Items sold in sets such as placemats and mug rugs, must be **securely** attached together.
- **TAGS:** are generated by the ConsignPro software from data you enter for each item. Tags will be printed and delivered by the sales committee to you after entering your inventory on-line. These **Tags** are the only acceptable sale tag and will include your consignor number, category code, description, color, size and price. You must attach **your** tag to the item *securely*.
- In addition to the Official CHT sale tags, members must also use personally created labels or business cards with the artist’s name, fiber content, any additional descriptive information, and care instructions for their items as appropriate.
- Do **not** use straight pins to attach tags and labels. Use safety pins, sturdy yarn or tape to **securely** attach **ALL** tags. ***If your tags fall off, the Sale Committee will not retag your items. They cannot be on the floor for sale.***

**7. Check-in.** Sale check-in will be Thursday, June 1st, from 10am until 12pm in the Vendor Hall. 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. 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 against 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. Members must retain the containers in which their sale inventory was delivered to the sale. The Sale Committee is not responsible for storing these containers.

**8. Set-up.** Prior to the sale, the Set-up Supervisor will select the 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 or Sale Chair. It is CHT’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 on Sunday morning, June 4<sup>th</sup>. 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 area 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 Sunday, June 4<sup>th</sup>, after the luncheon, once their remaining pieces have been checked out and processed by the Take-down Team. No items may be picked up prior to one o'clock. Please do not enter the sale area in Vendor Hall prior to one o'clock unless you are on the Take-down Team. If you arrive early, please wait outside the sale area. ***All inventories must be picked up no later than 2:00pm. Please be prompt.***

**11. Entry.** A ***Sale Entry Form*** is used to enter the sale. You will be completing your form and submitting your fees online. The forms must be received by **April 15, 2023**. You will be sent instructions for entering your inventory into Consign Pro after your forms are processed. The deadline for data entry is **May 1, 2023**.

**12. Fees and Commissions.** *There is a **\$32** entry fee per person* Additionally, CHT will receive a 20% commission on your total sales. You must be a CHT member for the current year to participate in the sale.

**13. Losses.** CHT has organized procedures that are designed to minimize loss; however, CHT is a volunteer organization that relies on volunteer workers, and is not responsible for any lost or missing items. Please read the waiver at the bottom of the Sale Entry Form. Your signature is required on the paper form, if used, otherwise the submission of the online form signifies that you agree to the waiver.

Peg Friedrichs, Sale Co-Chair  
Pat Powell, Sale Co-Chair

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**DEADLINES:**           **ENTRY FORM – APRIL 15, 2023**  
                              **DATA ENTRY – MAY 1, 2023**

Revised: January 2023