

# Guidelines for Sales and Exhibits



## General Policies

1. Only current members of the Ann Arbor Fiberarts Guild may participate in sales and exhibits (dues must be paid).
2. **All work must use a fiber technique.** Fiber techniques include weaving, spinning, felting, knitting, crochet, knotting, quilting, dyeing, surface design, garment design and construction, bead-weaving, dollmaking, papermaking and basketry. Generally, fiber techniques involve interlacing of fibers or manipulation/alteration of interlaced fiber. Fiberwork is sometimes embellished. *Strung beads, fringe beading alone, and polymer clay alone are not fiber techniques.*
3. All work must be original (see **Design and Craftsmanship** section) and must be designed by a Guild member. If the member employs others to help produce work, they must be a Guild member. The designer assumes responsibility for the quality of production.
4. Collaborative pieces by Guild members are encouraged.
5. A standards committee or jury for events/exhibits will review submissions and have the right to reject work that does not meet Guild standards of craftsmanship or artistry (see **Design and Craftsmanship** and **Jury Process** sections).
6. All work must be submitted by specific event deadline unless previous arrangements have been made with the chairperson of the event.
7. Members who participate in sales must work a prescribed number of hours during the event with an exception made for the Treasurer. The board may approve a greater commission percentage in substitution for hours if the event chair agrees.
8. Member-owned display devices (e.g., garment racks) and all display areas are for the use of all participants.
9. The chairperson of the event or designated coordinator will be responsible for the overall display and delegate restocking responsibilities.
10. Large or distinctive pieces should not be included in the same event two consecutive years. Exhibitions will include only current work (work completed within the last two years of submission) unless the exhibition is planned as a retrospective.
11. No more than six identical items will be allowed per event (ornaments, towels and placemats may be exceptions). *Note: quantities vary by event.*
12. The Guild is not responsible for theft of work during a sale or exhibition. Members should check with his/her insurance company for coverage.

## Design and Craftsmanship

*As members, we are committed to improving the skills we practice and "pushing" our creativity boundaries in fiber art. Good design, materials and craftsmanship (quality of construction) contribute to the quality of the finished product.*

### **Members are responsible for checking their work prior to jurying, sales or exhibits.**

13. All items must be original. No "recipes, kits or knock-offs." Commercial patterns can be used, but should be significantly altered in an artistic manner. Use patterns as a "springboard" for new ideas. (Make it your own!)
14. Copyright issues are the responsibility of the artist. According to "Handwoven" Nov/Dec 2006 p.7: "You are only restricted from selling pieces that you make by following published directions. How much you have to change something to call it your own is a gray area."
15. Public domain shapes (generic) - i.e., rectangles, mittens, bowls, etc., are accepted, but uniqueness, such as choice of colors and textures, fiber manipulation, details and embellishments, is encouraged.
16. Commercial blanks may be used, but must be of high quality with significant embellishment and/or dyeing. Commercial fabrics, yarns and other commercial items (wire, reed, paper, stuffing) may also be used as part of a design using a fiber technique.

### **All work must be in a finished state.**

17. Unfinished edges (except as a design element) should be finished with a serger, zigzag stitch, blanket stitch or seam tape. Items must be clean, well pressed and fresh. Errors, such as, uneven selvages, loose threads or buttons are not acceptable.
18. For garments, handwoven or handcrafted fabric should be appropriately fulled and finished before construction. Seams should be pressed flat and carefully finished. Clothing should fit and hang correctly. If commercial fabric is used for lining, it must be new fabric.
19. Items labeled "washable" must have been test washed to insure against shrinkage and dye transfer. If an item is not washable, it should be marked "dry clean only." Painted, dyed or stenciled items should be tested by washing or labeled "dry clean only."
20. Beadwork and embellishment **need** to be secure with no loose beads or threads and professional in appearance. Thread material needs to be appropriate for the type of beads/embellishments used.
21. Basketry material should be trimmed (no "hairs"). Visible broken, cracked or split reed is not acceptable (except as design element). Handles, rims must be firmly affixed.

22. Wall pieces must be ready to hang. Pieces requiring special installation must be cleared with the chairperson in advance. The back of wall hangings should be finished, consistent with the piece. Tapestries are an exception. Frames should be finished consistent with the piece. Unframed pieces should be finished so mechanical devices are hidden. Decorative armatures should be consistent with the design of the piece and not sold separately.
23. Rugs should have straight even selvages, lie flat and have appropriate firmness. Materials used in rag rugs should be clean.
24. Pillows, pillow forms and dolls must be filled with new materials and labeled as to content (this standard is imposed by law). Backing for pillows must be of suitable new commercial fabric if not handwoven. Dolls must be marked "not a toy."
25. Ornaments must include a hanging device.
26. **Resolution of disputes:** Members may speak to the AAFG board or jury committee at a time other than a show or a Guild meeting.

## Business and Record-Keeping

*This section is designed to make the "business" end of the sale run smoothly and error-free.*

27. The normal commission assessed by the Guild for sales at Guild-sponsored events is 20%.
28. Items must be priced in increments of \$.50.
29. Each item for sale must be tagged with an official Guild tag (except for skeined yarn) completely filled out with member's name, unique inventory number (see #30), price, size, fiber and care information. Dimensions of flat hanging pieces should be clearly indicated. Skeined yarn must be labeled with fiber content, yardage, weight, and care instructions, member's name, unique inventory number (see #30), and price. *Members may add a personal tag.*
30. Inventory numbers are used to identify the artist and specific item that is being sold. The format of the inventory number is "three initials-number." For example JJD-62 might indicate that member Jane Jo Doe has made the work and this is item #62. In order to be credited with correct sales, each member must have a unique identifier. A list of artist initials is maintained in the inventory book. If a member is not listed, he/she should ask the Treasurer for identifying initials and they will be added to the list.
31. At the time work is delivered for sales, the item(s) must be accompanied by 1) an inventory sheet listing each item for sale; 2) a self-addressed, stamped envelope and the entry fee (if any). Inventory sheets must be filled in completely and the identifying artist-initials must be written in the top right hand corner of each sheet. Items for sale must be listed in numerical order to facilitate the entry of sales as they are made.
32. All the sale inventory sheets are kept in the Sale Inventory Notebook. During the event, as an item is sold, it is checked off on the member's inventory sheet.
33. When the sale closes, the member should retrieve the inventory sheet and check off the items remaining unsold which will be taken away by the member. If an item cannot be found and has not been checked off as being sold, the member should leave a note for the Treasurer describing the discrepancy. When this check-off procedure is complete, the member should return the inventory sheet to the Sales Notebook.
34. After the sale the Treasurer will reconcile all sales slips with the inventory sheets and mail the inventory sheets with a check for the net sales to each member. The Ann Arbor Fiberarts Guild is not responsible for mischarging an item.

## Jury Process

*Public events under the AAFG name are reflective of the Guild as a whole. Participation in sales and exhibitions sponsored by AAFG is not guaranteed by membership, but by a defined level of artistry and craftsmanship (quality of construction). Our jury process endeavors to be equitable and educational.*

35. September 2001, the Board established a two-year jury cycle for sales/exhibits which was changed to a three-year cycle February 2007. This means every three years, members must have their work re-juried in order to participate in AAFG sales/exhibits.
36. The three-year cycle encourages people to submit new work and ensures that the items adhere to the Guild's standards.
37. The Jury Chair is appointed by the President. The jury committee is comprised of individuals of varying skills and knowledge who uphold the goal of keeping standards at an artistic level based on the Guild's guidelines. Committee members are appointed (invited) by the President and Jury Chair. Any member may ask to serve on the committee by contacting the President, who will consider the request. The committee members may change every year, leaving at least one member for continuity.
38. Jury sessions will take place before scheduled sales: fall (prior to Holiday sale) and spring (prior to Fiber Feast). Exhibits (Fiber Feast Runway, Power Center, Cherry Hill) have a separate jurying prior to the event. Additional jury dates are scheduled at the beginning of a new three-year cycle.
39. Jurying takes place at times other than at a Guild meeting.
40. All items must be finished prior to submission.
41. Items to be juried should be listed on an official jury sheet with an adequate description. For example: purple and blue handwoven fabric - jacket with pockets embellished with beadwork.
42. Jurying is done objectively using these approved written AAFG guidelines. The jury process consists of at least three members viewing items and accepting, accepting with "fixes" or rejecting. Explanations are written in comment area.
43. Items that have "fixes" must be repaired and approved by a previously assigned jury member prior to sales/exhibits.
44. Jury sheets will be archived in the Guild Jury Book with a copy returned to the artist.
45. Only representative items need to be juried. (For example: a purse with hand-dyed fabric made from an original design was accepted. Other purses of this type are accepted.) All "like" items must be of the same artistry and craftsmanship (quality of construction) of those approved for sale/exhibit.
46. Jury Committee reserves the right to reject "like" items presented at shows/exhibits which do not meet Guild guidelines.