**Embroiderers’ Guild of the ACT Inc**

**Gift Shop**

**Exhibition 2022**

The Gift Shop at the Exhibition will give the Guild members the opportunity to offer for sale a variety of crafted goods which they have made. A 20% commission will be charged for all sales.

The display of articles for sale will be at the discretion of the appointed co-ordinator/s who will determine the number of goods displayed and when. To ensure fairness to all members who have items to be sold at the Gift Shop, the appointed co-ordinator/s will ensure that all articles will be displayed over the period of the exhibition.

***Recording items for sale***

A copy of the form to complete detailing items for sale is available on the website.

***Packaging***

We strongly recommend that all items be packaged securely and wrapped or enclosed in clear cellophane or plastic and sealed. This will prevent them attracting dust when on display and will maintain a standard of high quality for the presented item. However, we recognise that some items only display their full artistic potential when they are not wrapped eg scarves, felt animal toys etc. If you believe your articles for sale at the Gift Shop would be more attractive to potential buyers unwrapped, then please tag and label them without the wrapping. The decision to wrap your items or leave them unwrapped is yours to make.

***Delivery of items***

All items for sale on commission must be delivered on set up day which is **Thursday, 15 September** between **8am and 10am**. The items to be sold must be in a box or sturdy bag with a copy of the form to complete detailing items for sale enclosed.

**IMPORTANT: Please ensure that the box/ bag is clearly marked with your name.** You need to allow time for the contents of your box/bag to be checked off when you deliver your articles for sale. Items need to be checked and receipted **with the owner being present**. If you expect to have a lot of items for sale, please make sure that you arrive early to give the team ample time to carry out this task. It will not be possible to drop the goods off and leave. After 10am we will be very busy assembling the display ready.

Each item for sale must be recorded on the form to complete detailing items for sale with the following information:

* Name code (*your initials or letters to identify yourself*)
* Number of the item
* Brief description of each article
* Price

***Identification and Tagging***

Items for sale at the Gift Shop must be tagged to ensure you are paid accurately for your goods sold. **New** tags must be attached to **ALL** items. The required size is 28mm by 43mm. Tags should be divided in two (the best way to do this is by sewing with the sewing machine a line of perforations though the middle of the tag). This is so that the lower half of the tag can be detached easily after sale and will be used as a record of the items sold in your name.

***Front of tag***

The following information needs to be on each half of the front of the tag. The lower half of the tag will be detached at the time of the sale as a record of the sale and to identify the seller.

Example: Name Code: **LCE**

Item number: **16**

Price: **$8.00**

This tag indicates that the item is for sale for $8.00 by LCE (the initials of the seller) and it is the 16th item on the form to complete detailing items for sale.

***Back of tag***

This should have a brief description on the back, eg needle case, scissor fob, coat hanger, so that it can be matched with the entry on the form to complete detailing items for sale.

***Placement of tags***

If the item is wrapped in cellophane, the tags should be adhered with Sellotape in a prominent place on the front of the item for sale.

If the item is not wrapped, the cotton string attached to the tag must be attached **securely** to the item. It is the seller’s responsibility to ensure that the tags are secure and will not come off easily. Items without tags will not be placed for sale.

***Collection of items***

If there are any unsold items, they will be available for collection from the Exhibition venue **after 5pm on Sunday 18 September**. For security and accountability reasons, it is important that you are present when the remaining unsold items are checked off and released. This is a very important step to ensure that you are accurately paid for the items you have sold.

If you require someone else to collect your items, your permission for them to do so must be written on the form to complete detailing items for sale so that the co-ordinator/s can be alerted.

Lel Whitbread

Gift Shop Co-ordinator.