

CONTEMPORARY HANDWEAVERS of HOUSTON CONSIGNMENT AGREEMENT

Contemporary Handweavers of Houston (CHH) has set aside a dedicated area in Guild House for the purpose of allowing its members the opportunity to sell their handcrafted items throughout the year. This area will be known as Guild House Gallery.

This document lays out the rules and guidelines for consignment submission.

Availability: Items submitted for consignment will be available for sale during normal Guild House hours as well as during meetings, workshops and any special events. Consignment items will be removed from the floor during the Annual Sale. They may, however, be taken out of the consignment inventory and entered into the sale inventory.

Commission: There is a 25% commission retained for each item sold. This commission is used to help pay the rent of our facility and credit card fees. It will be deducted from the member's payment check.

Payment: Payment for items sold will be in the month following the sale of the item. For example, all pieces sold in August will be paid, less commission, in September.

Losses: CHH has organized procedures and takes every means possible to minimize losses. However, CHH is a volunteer organization that relies on volunteer workers and is not responsible for any lost or missing pieces. Your signature on the contract form agrees to the waiver.

Duration: The maximum period for a given item to be in the consignment inventory is 3 months. After 3 months, the items will be checked out and need to be picked up during the times shown in the designated schedules. The member must pick up their own work unless we have written permission from them for someone else to pick it up. That individual will need to be named and provide proper identification.

Check In/Check Out: Items will be accepted (and returned) once a month. The dates will be posted on the Guild House calendar. Items will be sale ready and accompanied by an inventory sheet. If there are special props required for the items, they need to be brought at the same time, properly labeled and noted on the inventory sheet. We will accommodate these special props as we are able. There is limited space. All items may not be accepted: either due to quality, an abundance of like merchandise or space restrictions. Items may be accepted even when space may seem unavailable. We reserve the right to not put all items on the floor at one time if space is currently an issue but it is determined that space will be available for all items in the near term.

Inventory Entry: Inventory will be entered into the system by the member. Please refer to the Remote Inventory Entry Instructions.

Inventory Tags: Inventory tags will be printed when the admin has been notified all items have been entered. The tags will be attached when the items are checked in. The inventory sheet will be verified and signed off.

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Out of Town: Out of Town members may also participate. There will be someone assigned to receive the packages. The packages will be opened when received and the contents verified against the inventory sheet and checked for condition. The boxes shipped in should be sturdy enough to make the return journey, if necessary. To cover the cost of return shipment, the member will be contacted as to the cost of the postage and give the consignment member a credit card payment. Optionally, the cost of postage can be deducted from the payment of any items sold in the previous month.

Paperwork: Guild House will retain a copy of the member's verified inventory sheet and signed contract. The member should also keep a copy of the verified inventory sheet, signed contract and agreement. If the member has items that scheduled to be checked out, they will bring with them their copy of the inventory sheet containing those items to be checked out for verification as well as the corresponding signed contract.

Item Categories: Only items in the following categories will be accepted (see subsequent page for category coding list)

Handwoven—interlaced items, including basketry, kumihimo, and wire, paper and ribbon weaving.

Handspun yarn & paper and items made from handspun, including knitted and crocheted items

Hand-dyed and printed items, including yarn, clothing and 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, etc. Sets must be priced and sold as one unit.

Each of the above categories includes items made from or incorporating materials within that category. Cards and stationery are acceptable only if they include materials within one of the above categories. Photographic reproductions are **not** acceptable.

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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.

Quality Standards. Only well-crafted items made of high quality materials will be accepted. Participants are representing themselves, CHH, the general membership, and the represented crafts.

Pricing: Item pricing needs to reflect the cost of materials and the time required to make the item. Understandably, it is often difficult to justify to oneself charging \$700 or \$800 for an item when it took many hours to make. On the other hand, it is an affront to your fellow craftsman to charge \$15 for something that should be priced at \$40 or \$50. If the member is having a difficult time developing a fair price or are unsure of how to do it, please contact the consignment team for help.

Merchandise Tags: Each item should be tagged with the member's (or member's business) name and include content, care or any information necessary to help the customer enjoy and take care of their purchase. The tags do not have to be specialized merchandise tags. They can be business cards which have the pertinent information written on the back. They need to be securely fastened to the item.

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Category Code List

Holiday:

01 ornaments
02 stockings, misc

Home:

50 mug rugs/coasters
51 towels-kitchen/dish
52 towels-fingertip/guest
53 placemats
54 napkins
55 table runners/cloths
56 potholders/hot pads
57 apron
58 rugs
59 pillows
60 throws/blankets
61 baskets
62 furniture
63 wall hangings/sculpture
64 miscellaneous home

Miscellaneous:

70 bookmarks
71 cards/calendars
72 pincushions/sachets
73 boxes

Baby:

20 blankets
21 bibs
22 clothes/slippers
23 toys/dolls/stuffed animals

Fashion Accessories:

30 scarves/boas
31 shawls
32 vests
33 outerwear/jackets/ponchos
34 clothing/tops/sweaters
35 totes/purses
36 jewelry
37 hats/headbands
38 belts
39 socks
40 mittens
41 other/misc

Miscellaneous:

74 felted items (not including hats)
75 handspun yarn
76 gift & jewelry bags
77 yardage
78 hand-dyed yarn

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CONTRACT PAGE:

I, _____ (please print)

have read the Contemporary Handweavers of Houston Consignment Agreement and do agree to the terms and conditions written.

I also absolve Contemporary Handweavers of Houston (CHH) and all committee members from all responsibility for loss or damage from any cause whatsoever which may occur to the items I have brought for sale or display during the consignment period. I agree to be fully responsible to the buyers of the items which I have produced and agree to fully indemnify and hold harmless CHH from any claims with respect to such items.

Signed: _____

Date: _____

Address: _____

Phone Number: _____

Email: _____

Checked In By: _____

Inventory Sheet Attached: _____ Member Control Number: _____

Tags Printed: _____ Date Checked In: _____

Expected Date to be Checked Out: _____

Date Checked Out: _____

Items Collected By: _____