

Potomac Fiber Arts Guild

Craft Gallery of Artisans United Featured Guild

March 2, 2018 through May 4, 2018

1. All individuals should fill out a gallery inventory form before they deliver their stock - even if they have only one item. We will place these sheets in the Gallery inventory book in a special section marked Featured Guild.
2. Each individual should have a code consisting of the three initials of his/her name. (Mary Ann Smith would be MAS).
3. Individuals should include their address and phone number on the inventory sheet, in case we need to call or mail a check.
4. All items need to be entered on the inventory sheets. If you have more than one of a specific item, each item needs to be entered on the inventory sheet. (For example, if you have four identical blue pieces (item 1), item 1 will be entered four times on your inventory sheet. When you deliver your items, please leave a completed inventory sheet with the artwork.
5. Each item should be securely tagged and marked with Guild initials, artist code, item number, and price. For example:

\$46.00

PFAG-MAS-1

Please try to keep the tag in proportion to the size of the item. I recommend a business card size tag. Be sure to indicate fabric content, food or dishwasher safe, and/or care instructions on the back of the tag, if appropriate.

6. Items should be delivered between Monday, February 26 and Thursday, March 1 during Gallery hours M-Sa 10am – 4pm. Artwork should be placed on or nearby the new inventory shelves in the Gallery office. At the end of the show, items can be picked up on Saturday, May 5 or thereafter, during business hours. Artisans United Craft Gallery is located in the Packard Center Building inside the Annandale Community Park, 4022C Hummer Road, Annandale, VA 22003.
7. Space is limited in the Gallery. If we do not have room to display everything, we will rotate in extra stock on a regular basis. You may call the Gallery at any time to ask about your sales. The gallery desk phone number is 703-941-0202.
8. A display area will be set aside in the Gallery for your Guild. Set-up will be done by the Gallery Set-Up committee on the morning of Friday, March 2. All items must be delivered to the gallery **prior** to this date.

9. The Gallery commission is 30% of the sales price. The price on your tag should include this commission. ie. - the price on the tag is \$40.00. You will receive \$28.00. if the item is sold.
10. Checks for show sales should be available at the Gallery approximately 2 weeks after the show ends. Please call the Gallery to see if you have a check. You can pick up checks at the Gallery desk. If you would like to have your check mailed to you, please provide a self-addressed stamped envelope.
11. Please do not remove your inventory sheet from the book when you remove your items. We may need to refer to it if there is a question when we are writing checks.
12. Since we are primarily a sales shop as opposed to a display gallery we have a restriction that at least 90% of items be for sale and that they be for sale at the time of purchase rather than at the end of the show.
13. We discourage removal of items from the show while it is in progress. However, if it is absolutely necessary, please contact the Assistant Gallery Director. Any item removed may not be returned to the Gallery at a later date.
14. With our limited office space, we cannot store any large delivery containers until the end of the show. We ask that you please take them with you after delivery of your items or remove them within a few days of the show setup.
15. The Gallery is located in the open entry of the Packard Center building. The building is locked during off hours, but the Gallery can not be separately secured. The Gallery can not assume responsibility for loss or damage. Exhibition of artwork is at your own risk.

Please call or email me if you have any questions.

Robin Milburn
Assistant Gallery Director
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