

Gallatin Fairgrounds Holiday Sale Information – 2025 Draft

Event Details:

- **Show hours:** Saturday, 11/29 9 AM – 3:00 PM
- **Booth Location:** Exhibit Bldg 3, Booths 301 & 302
- **Set-up:** Saturday 7 AM prior to sale
- **Same Day Sales Item Drop-offs:** 8:00 AM
- **Takedown:** Saturday, 3:00 – 5:00 PM
- **Sales Item Pick-Ups:** 4:00 PM or make arrangements with member of sales committee.

➤ Sales Items:

- All handcrafted items normally brought for guild sales are welcome and wanted.
- For mittens, socks or other mults that form ‘a unit’ for the sale, please make sure that the items are attached to each other.
- Your items for the sale will need to be dropped off in bins labeled with both your name and bin number (if more than one bin). See drop-off location section on page 2.
- As we again have only 2 booths, we cannot put everything out at one time but we will ensure that everyone has merchandise out at all times and will restock as time allows.
- All items should be ‘sorted’ based on which items you want put out ‘first’. You can do this either by putting the ‘first out’ items in the top layer(s) of a single bin (preferred) or you can sort them into separate bins clearly marked ‘1’ and ‘2’.

➤ Guild Commission: 15% - this is unchanged. Please factor this into your pricing.

➤ Inventory Sheet - As has been the case at prior sales, all sales items must be recorded on an inventory sheet which should be included in your bin.

- Item code should be combination of your initials and an item number.
- Items must be recorded in consecutive order on the sheet.

** A copy of the inventory sheet is included on page 3 below.**

➤ Tags are mandatory on all sale items and the tag number must match the code number on the inventory sheet. All tags must include

- Item Number
- Item Description
- Fabric Content
- Care Instructions
- Price - **Prices should be round dollar amounts.**

If your current tags don't include all of this info, please add any missing ‘mandatory’ info to the back of the tag. If you want to include additional info, that's fine.

** A prototype of a sales tag is included on page 4 below.**

- **Drop-off Locations for Sales Items - There are three options this year:**
 - Bring your bin with your inventory sheet enclosed to the November guild meeting (Saturday, 11/15) and this is the preferred option or
 - Drop off your items at Patty Hunt's house (1108 Hunters Way) the week of 11/17. Please call Patty on 410-598-1188 to arrange a drop off date/time or
 - Bring your bin with your inventory sheet enclosed to the fairgrounds at 8:00 AM the morning of the sale.

- **Pick-Up:** Fairgrounds at 4:00 PM on the 11/29 sales day. This is the preferred location/time. If you cannot pick-up your own items at the fairgrounds on Saturday, please make arrangements with one of the sales committee members for an alternate pick-up location/time.

If you have any questions, please contact one of the sales committee members.

- **Members of the BWG Sales Committee:**
 - Fran Crowley
 - Tina Gilchrist
 - Susan Hellier
 - Patty Hunt
 - Mary Melander

Tag Information – *Mandatory info is in red font*

Your Name/Logo (optional)	Item Number Consisting of Your Initials/item number – <i>this must match the item number on your inventory list.</i>		Price
	Item Description (e.g., table runner, scarf, hat, etc.)		
	Fabric Content	<i>Note: If there isn't sufficient space to include fabric content and care instructions on the front of your tag, these should be included on the back</i>	
	Care Instructions		

Note: This is a suggested format if you don't already have tags/a tag format and is intended to facilitate record keeping at our sales. However, while we are not asking you to change existing tags, please keep the following in mind:

- Item Description, Fabric Content, Care Instructions, Item Number and Price all need to be included on the tag. If your current tags don't include all of this info, please add any missing 'mandatory' info to the back of the tag. If you want to include additional info, that's fine.
- It has been suggested that fiber content and care instructions can be added to the back of the tag rather than crowding all of the info on the face of the tag but this is up to you.
- If you print your labels and want to include all of the info on the front of the tag, please make sure that the info is as clear as possible.

Examples:

<i>BWG Weaver Stuff</i>		AAA123	\$00.00
	<ul style="list-style-type: none"> • Scarf • Handwoven • 100% wool, wool-mohair, wool-alpaca and alpaca yarns • 69" X 15" • Hand wash cool water, dry flat. 		

<i>BWG Weaver Stuff</i>		AAA123	\$00.00
	<p style="text-align: center;">Hat</p> <p style="text-align: center;">Superwash Wool</p> <p style="text-align: center;">Machine wash gentle in cool water, dry flat.</p>		

<i>BWG Weaver Stuff</i>		AAA123	\$00.00
	<p style="text-align: center;">Shawl</p> <p style="text-align: center;">100% Acrylic</p> <p style="text-align: center;">Machine wash gentle in cool water/Machine dry on low</p>		

Note: If you have a printed business card, the information above can be included on the back of the business card.