

Artisans' Shop Display Policy

INTAKE

1. Members will sign up in the Intake Book for times to bring their items in to shop to be added to inventory.
2. Members will call the intake person listed to let them know they've signed up. If no intake person is listed, members will call from intake member list. Once an intake person is found, members will write the intake persons name in.

JEWELRY

1. Limit: 20 items: (Subject to change by the Board) Sept-Oct 15 and May/June: 30 items are allowed while shop inventory is low. Due to limited Shop space, item quantities can be reduced by the Intake and Display Committee when needed.
2. Items will be displayed according to space availability. If any items need to be temporarily removed, the member will be notified, and the items will be placed under the front sales counter.
3. Black earring cards are for display on racks and to help identify individual pairs. White cards can be used for sets in the cases where the shelf is black. Black cards are used on white shelves.
4. Three pairs of earrings on the racks count as one item, if not in a set, up to 21 pairs.

CRAFT ITEMS (ALL ITEMS EXCEPT JEWELRY)

1. Limit: 20 items: (Subject to change by the Board) Sept-Oct 15 and May/June: 30 items are allowed while shop inventory is low. Due to limited Shop space, item quantities can be reduced by the Intake and Display Committee when needed.
2. Items will be displayed according to space availability.
3. All fabric items must be clean and pressed. Appropriate fabric items may be hung on hangers when checking in with the understanding the items may be moved by the Display Committee.
4. Only an Intake Display Committee member or a Board Member will put out new items.
5. Any item displayed anywhere in the shop and not in a basket counts as one item unless otherwise approved. This applies to everything except jewelry.

BASKETS/CONTAINERS

1. The Board shall determine appropriate racks or containers for display of an item.
2. Baskets/Containers: small counts as one item; medium counts as two items; because of room constraints, only one large basket /container per member and it counts as three items. All items must be contained within the basket/container. Members of the Intake and Display Committee can limit the number of items in a basket/container to eliminate the appearance of overcrowding.
 - a. Only similar items may be displayed in a basket. They must be the same price-and have the same item number. Jewelry does not go in baskets.
 - b. Each member is allowed a maximum of three baskets/containers at a time. (Subject to change by the Board)
 - c. The Intake and Display Committee will decide on the basket size for items.
3. The Board will determine if an item can be displayed in a basket/container at the time a new member or current member brings his/hers items to the board for approval.

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4. All display racks, etc. must be approved by the Intake and Display Committee and are under the control of The Artisans' Shop and become the property of the Shop.
5. Cellophane bags are to be used where appropriate. No plastic bags may be used. This includes "zip lock" bags.
6. The display committee will move items in the shop, periodically, to give the shop a fresh look.

SEASONAL ITEMS

1. Holiday items will be an additional 10 items, as space is available.
2. Ornament baskets are limited to 15 items per basket.
3. Seasonal items can be displayed 45 days prior to the holiday.
4. Items must be removed within five days after the holiday.

ADDITIONAL PERTINENT INFORMATION

1. During August intake, members must have intake sheets fully, and legibly, filled out with name and GVR number included.
2. Operating rules state: All props, stands, racks, and other items used for display or to wrap items, shall be furnished by the shop and not the member (unless approved by the Intake and Display Chairman).
3. Any comments to the Intake and Display Committee must be in writing and signed by the member. The member will receive a response in writing or via e-mail.
4. Only Intake and Display Committee members and Board members can put items out for display. Jewelry is defined as items of personal adornment made from various metals, gemstones, glass, beads, or other comparable decorative materials. This includes earrings, toe rings, pendants, bracelets, ankle bracelets, necklaces, rings, bolo ties, watches, broaches; all displayed to jewelry guidelines.
5. Jewelry shall not include accessories such as purses or bags, articles of clothing including scarves, vests, hatbands, boot bracelets, barrettes, or any other items or wearing apparel or household decorative items. These items will be displayed on shelves, racks or in containers as determined by the Intake and Display Committee.

The Board will determine the appropriate display of ALL new items.