



Weavers' Guild of Rochester, Inc.

enhancing lives through study and creative expression in weaving and the fiber arts

Thinking about becoming a vendor in our 2026 Holiday Sale? Consider the advantages!

What we do for you as a vendor in our Holiday Sale:

- Advertising 2,000 postcards mailed to past customers
Print and social media notices posted
Posters printed and displayed locally
- Beautiful venue Historic Perkins Mansion in central Rochester
Spacious rooms for a boutique display
Free parking
- Record keeping Accurate accounting of sales and payments
Barcoding and scanning for efficient check-out
NYS Sales Taxes calculated, collected, and paid for you
- Our volunteers Screen all sale items for high quality
Watch over your items during the sale
Help customers appreciate your craftsmanship
Provide demonstrations of our fiber arts
Donate items for generous door prizes

What we expect from you as a vendor in our Holiday Sale*:

- Modest fees \$15 Registration fee for 1-25 items; \$25 for 26-50 items
25% Guild commission
- Attention To deadlines for registration and inventory submissions
- Careful reading Of online sale documents and instructions
- Preparation Of hang-tags, bar codes, and sale-ready items for screening
- One 2 ½ hr. job As Host/Hostess, Cashier/Wrapper, Check-in Worker, or Screener

*We of course expect that if you have questions, problems, complaints, you will contact a Holiday Sale Committee member for help. Every Holiday Sale document has contact information for those who can help with general questions, specific forms, jobs, and screening.

QUESTIONS? CONTACT:

Mimi Smith (weaversmith71@gmail.com) for general information;
Sherrie Hertweck (sherrie.hertweck2@gmail.com) for questions about screening;
Eleanor Hartquist (ehartquist@gmail.com) **or** Demaris Verzulli (dverzulli@rochester.rr.com) for questions about barcoding and inventory forms;
Barb Snios (emom54@gmail.com) for questions about sale jobs.



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2026 HOLIDAY SALE INFORMATION PREVIEW

If you wish to participate as a vendor in the Guild's 2026 Holiday Sale, this preview will alert you to various deadlines and to the online materials that you will need to consult on the members' page of the Guild website:

(<https://www.weaversguildofrochester.org/members>)

Note: All sale materials will be accessed from links on the members' page.

Our sale at Perkins Mansion will again run for only two days: Saturday, Nov. 14, 10:00 AM– 6 PM, and Sunday, Nov. 15, 11 AM to 3 PM. Check-in and Screening will take place from 11-6 on Friday, Nov. 13. Check-out will be on Sun., 4-5 PM

TIMELINE: IMPORTANT DATES and DEADLINES in 2026

- Vendor Registration begins on **Sept. 1** and ends on **Oct. 15**.
- The **online Registration Form** is on the website members' page (see above), and is usable on tablets, computers, and mobile phones. You can pay online with PayPal (no account required) or credit card.
- Once registered, each vendor will receive an email about a screening appointment time and a link to sign up for a sale job. **Please do not share these links!**
- Deadline for electronic submission of **Inventory Forms** is **Nov. 6** (one week before screening), after which no changes can be made. The online inventory form is on the website members' page.
- Check-in and Screening Day: **Fri., Nov. 13, 11-6**
- Sale dates and times: **Sat., Nov. 14, 10-6; Sun., Nov. 15, 11-3**
- Pick-up and check-out: **Sun., Nov. 15, 4:00-5:00**
- Sale and Screening venue: **AAUW House (Perkins Mansion), 494 East Ave, Rochester**

CONTENTS OF THE 2026 HOLIDAY SALE PACKET (posted on the Guild website/members' page):

- Holiday Sale Prospectus (**Policies and procedures** you must follow to participate as a vendor).
- Holiday Sale Screening Standards
- Sample Holiday Sale Registration Form (**For online registration** use the fillable form on the website members' page at <https://www.weaversguildofrochester.org/members>)
- Sample Inventory Form and Instructions (**For the online fillable inventory form**, see the members' page on our website.
- Sample Hang-tag and barcode positioning instructions. (**Download online templates** for large and small tags from the website members' page. Note that the small tags were reformatted for barcode stickers in 2021, so please do **not** try to use any from previous years.)
- FAQ's About Online Documents, Barcodes, and Fillable Forms

NEED HELP? If you have questions about any of the above materials, or need advice in completing one or more forms, please contact:

Mimi Smith (weaversmith71@gmail.com) for general information;

Sherrie Hertweck (sherrie.hertweck2@gmail.com) for questions about screening;

Eleanor Hartquist (ehartquist@gmail.com) **or** Demaris Verzulli (dverzulli@rochester.rr.com)
for questions about barcoding and inventory forms;

Barb Snios (emom54@gmail.com) for questions about sale jobs.



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2026 HOLIDAY SALE PROSPECTUS

Our Holiday Sale is not only a grand annual event, it also reflects to the public who we are as a Guild. The sale items we display highlight the artistry and fine craftsmanship of our members, and we urge all vendors to submit their best quality pieces.

Sale Committee Chair: Mimi Smith (weaversmith71@gmail.com)

Barcoding & Inventory Forms: Eleanor Hartquist (ehartquist@gmail.com)
and Demaris Verzulli (dverzulli@rochester.rr.com)

Screening Appointments: Sherrie Hertweck (sherrie.hertweck2@gmail.com)

Sale Jobs: Barb Snios (emom54@gmail.com)

GENERAL REQUIREMENTS

- All vendors must be individual or family members of the Weavers' Guild of Rochester (WGR) in good standing as of **October 15, 2026**.
- Those who wish to be vendors but can't be on hand for a sale job, for check-in, or for check-out, must find their own substitutes.
- A non-refundable fee is due with the vendor's registration form on or before **October 15, 2026**: **\$15 for 1-25 items submitted; \$25 for 26-50 items submitted**. Vendors can register by completing the online registration form on the members' page of the Guild website and by paying via PayPal (no account needed) or a mailed-in check made out to Weavers' Guild of Rochester, Inc.
- Each registered vendor will 1) be scheduled for an appointment to have all items checked in and screened on **Friday, Nov. 13**, from 11am–6pm; and 2) sign up for a sale job (for example, as a cashier/wrapper, host/hostess, or check-in worker) on the members' page
- Registered vendors will receive barcode stickers for each of their items, which they will affix to the back of their completely filled-out WGR hang-tags.
- Electronic receipt of all inventory forms will be required by Friday, **Nov. 6** (one week before screening), **after which no changes may be made**.
- Vendors must bring one printed copy of their inventory form to check-in/screening, retaining a second copy for their own records; this second copy is brought to check-out to confirm sold items.
- In order to maintain an attractive and well-balanced show, the committee cannot guarantee that all accepted items will be on display throughout the sale.
- WGR will retain a 25% commission on all sold items.
- WGR will reimburse vendors for articles lost or stolen while in our possession at 75% of sale price.
- All unsold work must be picked up by the vendor or designee between 4:00-5:00 on **Sunday, Nov. 15**. (Please do not arrive for check-out before 4:00.) Sale workers will help you check off sold and unsold items.
- Both check-in and check-out are especially busy times. Please do not bring children along when you are checking in and/or picking up your unsold items.

ELIGIBLE ITEMS

- Submitted items must contain hand-manipulated fibers, glass, metal or other appropriate media, and should represent the vendor's best original work.
- The following will not be accepted: work made from a kit or unmodified commercial pattern; CDs; scented items; consumables—including, but not limited to, foods, soaps, lotions.
- Items in various media must be primarily the work of the vendor. Collaboration, finishing, or tailoring by others must be specified on the inventory form and hang tags.

PREPARING FOR CHECK-IN and SCREENING (For more details, see online documents: Screening Standards, Inventory Form, and Hang-Tags)

- Before registering for the sale, please read carefully all documents in this sale packet, as there may be changes from previous years in policies and in the forms that you will fill out. If you have questions, please contact a committee member for help. (See above contact information.)
- Sales tax will be collected by WGR and remitted to New York State. **Do not** include tax on your inventory form or hang tags.
- Each item submitted at check-in must be properly listed on the inventory form, and must have a securely attached WGR hang-tag with a matching barcode sticker on its reverse side.
- After check-in, the Screening Committee will check all items for craftsmanship, finishing, and suitability for end use. If a flaw that can be fixed prevents an item from being accepted for the sale, the vendor--if present--may make needed repairs and resubmit the item before the end of the screening day.
- Submitted items must be ready for display: clean and odor-/fragrance-free; pressed as appropriate; framed with proper hardware attached; bagged separately where necessary to avoid tangling.
- Unless bundled and sold in sets (e.g., note cards, coasters, placemats, etc.), multiple items must be assigned individual numbers and listed separately on the inventory sheets. The total number of items (or sets) per vendor may not exceed **50**.
- Multiple small items (book marks, note cards, ornaments, earrings, etc.), may be submitted on a rack or in a container (box, case, basket, or stand) provided by the vendor and suitable for display. The display container should be labeled with the vendor's name and listed on the inventory form. Note that the Display Committee may choose not to use the container provided.
- The Screening Committee reserves the right to refuse items they feel do not represent WGR standards of craftsmanship and artistry.

Your submission of the completed registration form indicates acceptance of the above policies and requirements.



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HOLIDAY SALE SCREENING STANDARDS

Some years ago, the Holiday Sale Committee made a number of changes to the sale Prospectus in the interest of improving both the quality and the security of items on display. These Screening Standards have similar aims but address specific features and techniques of the various media represented at our sale. In addition to observing the general and specific requirements for your own sale items, please read the current Prospectus in the Sale Packet carefully before registering, as your participation in the sale requires acceptance of the policies stated there.

On the day of your screening appointment, please be on time for check-in. If you are late or miss your scheduled appointment, you will have to wait for an open time slot or return at a later time. Please print out two copies of your inventory list and bring one copy to check-in/screening; retain the second for your records and bring it to check-out to verify your sold and unsold items. If you have any questions about screening, please contact Sherrie Hertweck (sherrie.hertweck2@gmail.com)

GENERAL EXPECTATIONS FOR ALL FIBER ITEMS

- Originality and fine craftsmanship in the application of a given fiber technique should figure prominently in items submitted. If commercial fabric or recycled material is used, there should be significant originality its treatment.
- Items made to exact pattern specifications (as from a kit, an unmodified commercial pattern or design file), cannot be accepted.
- Materials, construction, and finishing must be well suited to the end use of the item.
- All fiber items must be clean, pressed (as appropriate), odor/fragrance-free, and display-ready.
- Hang-tags should list fiber content and recommended care.
- If an additional item, such as a shawl pin, is included in the price of a garment, please note this fact on the tag and inventory list.
- Hang tags must be securely attached with strong thread—no straight pins, please!
- In the case of scarf blanks or recycled clothing/fabric, please remove all commercial labels. Note the use of recycled materials and upcycled items on the hang-tag and inventory sheet.
- **A Note on Handwoven Covered Pillows:** The stuffing material (feathers, down, cotton, polyester, etc.) used in a commercial pillow and indicated on its label, must be identified on the hang-tag of the item.

SPECIFIC CRITERIA BY MEDIUM

Handwoven Items (Screeners will lay out pieces and check both sides):

1. The item must be well-constructed and the weave structure appropriate for its intended use (e.g., long floats are acceptable in wall hangings, but not in placemats or baby items).
2. Items with threading, treadling, or denting errors are not acceptable.
3. Hems must be neat, without puckering, and carefully sewn by hand or machine.
4. Selvages must be even, with no loops or excessive draw-in.
5. Seam and fringe finishes should be appropriate for the planned use.
6. See above, "General Expectations for all fiber items."

Knitted/Crocheted items:

1. Stitches must be even with no mistakes in pattern or color.
2. Ends must be woven in (not knotted) and unlikely to come loose.
3. Items must be blocked where appropriate.
4. Sleeves, hems, collar points, borders, etc. must be even and symmetrical, except where asymmetry is part of the design.
5. Tension must be uniform throughout the item unless dictated otherwise by the design.
6. Seams of hand-knitted pieces must be securely joined and finished, whether by hand or machine; if cut, edges should be stabilized.
7. Screeners reserve the right to limit the number of “Quick-knits” on needles larger than #13.
8. See above, “General Expectations for all fiber items.”

Sewn (Quilted, Pieced, Embroidered) items:

1. Seams and linings must be neatly finished with no loose threads.
2. Beginnings and endings of stitching must be stabilized.
3. Cut edges of seams must be stabilized to prevent unraveling (as with zigzag stitching, serging, overcasting, etc.).
4. Decorative stitching must be neat, without puckering.
5. Knots, unless part of the design, must be hidden.
6. Fabrics and trims should be harmonious and of good quality.
7. Where appropriate, machine-sewn items should be tagged to identify handwoven and/or hand-dyed fabrics, as well as recycled or repurposed materials.
8. See above, “General Expectations for all fiber items.”

Wet-Felted, Nuno-Felted, and Needle-Felted items:

1. Items should be firmly and completely felted – not spongy, heavy, overly thick, or with individual hairs showing on the surface, unless as part of the surface design for a fully felted piece.
2. If cut and not finished, the edges of the felt should be dense and neat, “healed,” if possible. If not cut, the irregularity of the edge can be an effective design element.
3. Needle-felted items should be finished by wet-felting and should meet the above criteria. Exceptions include wall hangings and needle-felted pictures.
4. Hats are usually not felted as hard as bags. Scarves and wraps are often felted even softer, for drape. In any case, all felted items must be sturdy and show no obvious thin spots, except where the base fabric appears as a design element in Nuno felt or as a deliberate feature of the design.
5. Fibers for Nuno felt must be fully felted into the ground fabric (typically silk or gauze). Small, fine bubbling should be visible on the reverse. Large ripples indicate that the piece is not fully felted.
6. A felted scarf need not be completely rectangular with straight edges, but it should not be lop-sided unless that is a deliberate design element.

Roving and Hand-spun Yarn:

1. Fibers must be odor-free and free of debris (weeds, straw, dirt, bugs, etc.).
2. Yarn must not be spun so loosely that it breaks easily nor so tightly that it becomes easily tangled.
3. Skeins must be tied off neatly and twisted to prevent tangling.
4. Skeins must be tagged with fiber content, yardage/weight, and recommended care.

Hand-dyed Articles - Acid Dyes, Fiber-reactive Dyes, Silk Painting, Marbling:

1. There must be no major flaws in the fabric/paper blank underlying the dyeing/surface design.
2. “Fire spots” from undisclosed dye are not acceptable.
3. Flecks, spots, uneven colorings or discharges that appear accidental due to their color, location, and/or failure to cohere with the overall design are not acceptable.

4. A Note on Natural Dyes, Tannins, and Ochres:

It is important to understand that results from unrefined, natural sources will not be consistent, and that this is inherent in the art. Natural-dyed items should be identified as such on the hang tag (e.g. "Uneven dyeing is often inherent in the natural-dye process and should not be regarded as a flaw.")

Ceramics:

1. Items intended for use in eating or drinking must contain no lead in either clay or glaze.
2. The hang-tag should indicate whether or not an item for kitchen use is microwaveable and/or dishwasher-safe.
3. Items with lead or hazardous metals in the clay or glaze should include the following notice: "Not for food use" or "For decorative use only."

Prints, Photographs, Fiber Wall Art:

1. All items must be display-ready, with wire or hanging tabs attached.
2. Mats should fit to the edges of the frame and glass.
3. Glass should be free of finger-prints and other surface marks.
4. Fiber wall art will be subject to the standards appropriate to the medium.

Jewelry:

1. Since we are a fiber arts organization, we prefer to have jewelry submissions that are congruent with classes taught at the Weaving and Fiber Arts Center: for example, pmc; chainmaille; kumihimo; felted, knitted, crocheted, woven, braided pins, buttons, earrings, etc. Creative design, bead-weaving, and items that feature weaving techniques using metal wire (copper, brass, gold, silver) are also welcome, but simple bead-stringing is not.
2. Originality and fine craftsmanship in the application of given jewelry techniques should figure prominently in items submitted.
3. Also acceptable are well-set, natural and semi-precious stones, as well as beads that are specifically handmade by the artist (dichroic glass and paper or felted beads would fall into this category). Stones, if used, must be well set/attached so as not to come loose.
4. Beaded items must be strung or woven on thread or wire that is strong enough to withstand normal wear (e.g., 8-10lb RedLine for fine beadwork).
5. Ends must be neatly and securely finished, and clasps/closures and chains must be suitably sturdy for the piece; crimps should cover ends, leaving no rough edges.
6. Metal surfaces should not be tarnished, except as part of the design.
7. Magnetic clasps, if used, must be clearly noted on the hang-tag, as these can interfere with the proper functioning of pace-makers.
8. To prevent tangling at check-in and screening, jewelry items must be packaged individually (e.g., in small baggies) or presented on display holders.

Woven Baskets:

1. Weavers should be packed down tightly over uprights (unless deliberate open spaces are part of the design).
2. Sides of the basket are visually even; no side is noticeably taller or shorter than the rest (unless dictated by the design).
3. Weavers are of lighter weight or are thinner than the uprights so that no upright is "rolled" or over-powered and weakened.
4. When adding a new weaver, enough overlap is given to hide the connection and not weaken the basket.
5. Rims are adequately overlapped and properly secured with the lashing weaver.
6. Handles are lashed well and have little movement.

7. Baskets must not show "sag" due to poor weaving technique
8. In the case of reed baskets, the “bad” side of the material shows a heavy fiber running the length of the strip. This should be facing the inside of the basket.

Items for Babies and Young Children:

1. Hems on blankets and clothing for infants are best sewn on a sewing machine or serger, or hand-stitched in very small stitches such that little fingers won't be caught in the fabric.
2. Buttons and snaps should be securely attached with doubled thread.
3. Information about the fiber content of children's clothing and toys should include instructions for care.



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HOLIDAY SALE: Sample Paper REGISTRATION FORM

Venue: AAUW, The Perkins Mansion, 494 East Avenue, Rochester, NY

Check-in & Screening: **Friday, Nov. 13:** 11–6 (by appointment)

Sale hours: **Saturday, Nov. 14,** 10-6; **Sunday, Nov. 15,** 11-3.

Pick-up & Check-out: Sun. **Nov. 15,** 4:00-5:00.

To register as a vendor, you must submit a completed form with your entry fee by **October 15, 2026.**

Our preferred option is for you to submit your form and payment online. (See instructions on the website members' page: <https://www.weaversguildofrochester.org/members>)

In addition to online submissions, paper registrations and checks will be accepted at the September and October Guild meetings, or can be mailed to arrive **on or before Oct. 15** in our Guild mailbox: Holiday Sale Registration, WGR, Inc, P. O. Box 616; E. Rochester, NY 14445. Make checks payable to Weavers' Guild of Rochester, Inc. and write "holiday sale" on the memo line.

NOTE: Before submitting your Registration Form, below, be sure to read carefully the current Screening Standards and Prospectus. These and all other sale documents, including online fillable registration and inventory forms and hang-tag templates, are available on the members' page of our website (see above).

* * *

(Please Print or Type)

Name: _____
(First) (Middle initial) (Last)

Address: _____

email: _____ **phone:** _____

Number of items you will submit (check one below and enclose check for the appropriate amount):

_____ 1 to 25 items - \$15 fee

_____ 26 to 50 items - \$25 fee

To help us plan the sale set-up and display, please indicate the type(s) of items you may be bringing _____

Submission of this completed form indicates acceptance of the policies and rules in the Prospectus.

QUESTIONS? Contact:

Mimi Smith (weaversmith71@gmail.com) for general information.

Sherrie Hertweck (sherrie.hertweck2@gmail.com) for questions about Screening

Barb Snios (emom54@gmail.com) for questions about Sale Jobs.

2026 Holiday Sale: SAMPLE Inventory Form

(You might want to use this sample form as a draft of your inventory for later online submission.)

Page: 1 of 1

First Name: Ellen Middle Initial: F Last Name: Gray

Address: 5072 Cotton Ave

City: Weaverville State: NY Zip: 01234

Phone: 585-555-5555 Email: efg@lookout.com

Will you accept commissions? yes no May we give interested persons your contact information? yes no

Vendor ID Code: EFG (ID Code = First Initial + Middle Initial + Last Initial. If no middle name, use X for the middle initial.)

[illegible]

Items received by (initials & date) _____ Items returned by (initials & date) _____ to (initials) _____.

Present a printed copy of your online inventory form at Check-in/Screening.

Step by step Instruction for Completing Inventory Forms (due Nov. 6, 2026)

TIPS:

Have all your information for your items ready before you start. If you have more than 25 items, you will be able to take a break between pages, because items 26-50 are entered on a separate submission (page 2 of 2).

Consider printing these instructions to follow as you complete the form.

1. It might be helpful to make a draft of your inventory, because you will not be able to save the document until you have completed it.
2. Start on <http://www.weaversguildofrochester.org/members>
3. Go to the form by clicking on “Online Inventory Form”.
4. Click on “Continue” at the bottom of the page to agree to Adobe’s terms.
5. Press “Start” near top left.
6. Fill in the form, pressing “Next” or tab to the next field (blank to fill in). All highlighted fields with a red asterisk are required.
7. When finished entering your data, Click on “Click here to sign” at bottom of form.
8. Type in your signature name.
9. Click on “Apply”.
10. Finish by clicking on “Click to Sign” at bottom of screen.

!!!! NEW THIS YEAR !!!! Item type column.

This is a dropdown menu.

Categories are as follows:

SCS – scarves, shawls, cowl, and cape (whether woven, crocheted, knitted, dyed, etc.)

HAT – hats, headband, ear warmers, etc. (whether woven, crocheted, knitted, dyed, etc.)

GLM – gloves and mittens, etc. (whether woven, crocheted, knitted, dyed, etc.)

KIT – linen/kitchen/dining items, towels, placemats, potholders, coasters, table runners, dresser scarves

JLR – Jewelry

SKS – socks

CLO – clothing, jackets, sweaters, shirts/tops/tunics

BAS – baskets

PUR – totes, purses, wallets, etc.

OTH – décor, flowers, wall hangings, cards, rugs, ornaments, bookmarks, keychains, etc.

Contact Janis Castrogiovanni (jncastrogiovanni@outlook.com) for help with these instructions.



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2026 Holiday Sale – Sample Hang Tags

You may download files of pre-formatted tags from the WGR website www.weaversguildofrochester.org/members and print them out on white card stock.

Short Tags - for such items as notecards, earrings, bookmarks, etc. Can be taped to or inserted into a display sleeve (as in notecards) or attached with sturdy string (as in earrings, bookmarks, etc.)

Long Tags - for all fiber items and other items needing descriptions of content and/or care. Attach with safety pin or loop of sturdy thread using a darning needle to punch through label. (No straight pins, please!)



Weavers Guild of Rochester
weaversguildofrochester.org

Artist: MARY JANE DOE

ID Code & no. MJD01

Item: Notecard with marbled silk insert

Price: \$ 4.00

<----- Artist's Name ----->

<-----ID Code and Item No. ----->
(must match Inventory Sheet)

<-----Short Description of Item ----->

Care ----->

<--- Price (must match Inventory sheet)

Content ----->

Size ----->

Price ----->
(must match Inventory sheet)



Weavers Guild of Rochester
weaversguildofrochester.org

Artist: MARY JANE DOE

ID Code & no. MJD02

Item: Handwoven silk scarf

Content & Care: 100% Bombyx Silk. Hand wash warm H2O with gentle dish detergent. Rinse & roll in terry cloth towel (do not wring.) Dry flat; iron with pressing cloth while slightly damp.

Size: 8" W x 70" L (incl fringe)

Price: \$75.00



Place your bar code on the back of the hang tag.

The ID code + item number on the front of the hang tag MUST MATCH the code underneath the bar code on the sticker.
(or you might sell your \$60 scarf at your \$4 notecard price)

Be careful not to make any holes or put string through the bar coding.

You may download files of pre-formatted tags from the WGR website www.weaversguildofrochester.org/members and print them out on white card stock.



FAQ's About Online Documents and Fillable Forms

Where can I find online materials for this year's sale? Go to the Guild website's members' page (<http://www.weaversguildofrochester.org/members>) for the full range of downloadable documents. The Sale Packet includes the Prospectus, Screening Standards, Sample Registration and Inventory forms, Instructions for filling out the inventory form, Sample hang tags, and FAQ's about Online Forms and Barcoding. Before registering, you must first read the Prospectus, as you will be asked to agree to the policies stated there for all vendors when you register.

Can vendors register and pay online? Can I use my I-Pad and/or I-phone to do this? Yes and Yes! You will find an online registration form on the Guild website's members' page (see above link) that you can fill out and submit electronically. Online payment is automatically sent via PayPal – you do not need a PayPal account. If you prefer, you can choose to pay by check made out to Weavers' Guild of Rochester, Inc., with "holiday sale" on the memo line; mail your check to Holiday Sale Registration, WGR, Inc, P. O. Box 616; E. Rochester, NY 14445. You will not be considered registered for the sale until your payment is received.
Registration begins on Sept 1 and closes on October 15.

I know that vendors must be Guild members. Can I pay my members' dues online? Again, the answer is **Yes!** If you go to the members' page on the website (www.weaversguildofrochester.org/members), you will find a membership application that you can fill out and submit electronically. As with our holiday sale registration, online payment is sent via Paypal (for which you do not need a PayPal account).

Will all vendors be using the online fillable form for their inventory lists and submitting them electronically? Yes. The use of barcodes requires electronic submission of all inventory lists by one week before screening day. In 2026, the deadline is **Nov. 6**. This lead time is needed to enter the inventory data into our database and check it for accuracy.

Where can a new user find help with the online fillable Inventory Form? For a start, go to the website's members' page and read the "Step by Step Instructions for Completing Inventory Forms" (also included in the Sale Pack). **Please note**, the online form is a PDF file and can be opened in PC and MAC devices. **For additional help**, please contact Eleanor Hartquist (ehartquist@gmail.com) or Demaris Verzulli (dverzulli@rochester.rr.com).

How do I get my barcode stickers? Based on the number of items you indicated on your Registration Form – up to 25 or 50 - you will receive the appropriate number of barcode stickers. You will receive them by mail, at a Guild meeting or by pick-up at a convenient location. We will arrange this with each vendor.

What if I make a mistake? If you make a mistake using the stickers, PLEASE get help on this! Demaris Verzulli (dverzulli@rochester.rr.com) or Eleanor Hartquist (ehartquist@gmail.com) will be able to step you through getting out of a problem. But it is the best idea to go through your hang-tag assembly following your inventory sheet carefully so that the items and barcodes match.

→ P. S. The deadline for receipt of online-fillable inventory forms is Nov. 6, one week before screening. It's a good idea to have a look at the online forms before the eleventh hour! Filling out hang-tags with time to spare is also desirable in reducing stress. ;-)

Will I need to bring a printed copy of my inventory list to check-in/screening? Yes. You should print out 2 copies of your completed inventory form. Bring one copy to check-in/screening, and keep the other copy for your records; bring this second copy to check-out to verify sold and unsold items.

What happens with the barcode information at Check-in? Check-in workers will carefully compare three things: your Inventory Form as submitted online, the Inventory Form printout you bring with you, and the hang-tags on all items, to be sure everything matches the Inventory Form as submitted online.

What happens at the Sale? Cashiers will scan each barcode, just as at the grocery store, and the Square system finds your data and marks that item as sold.

Members of the committee will be happy to help answer questions. For barcoding questions and help with the electronic filing of your inventory form, contact Eleanor Hartquist (ehartquist@gmail.com) or Demaris Verzulli (dverzulli@rochester.rr.com).