

Craft Fair Rules and Quality Control Instructions

All participants must be members in good standing for the past 12 months.

Village Store selling agreement must be signed by all participants.

Read the disclaimer at the top of your inventory form and initials at end of the sentence. Your initials indicate you have read and understand the disclaimer.

Per Recreation Center rules, all or part of the project must be constructed/assembled during Club time.

Each person has a code (obtained from Quality Control [QC]) and it is to be used on the price tag with the item number: First line is the code & item number with price underneath. All prices are whole numbers – no dollar signs. The item number is taken from your inventory sheet.

XXX-101
75

Prices include sales tax plus 16% for Village Store, and 2.7% for Club (about 25% total).

Number of pieces allowed is determined by number of members who sign-up to sell.

All sellers must volunteer during the Craft Fair.

Each item for sale in the Craft Fair (CF) must be submitted to QC:

- On new, clean inventory sheets – no crossed out items or reused sheets;
- in individual zip lock bags (recycled bags can be obtained from QC);
- have new price tags – no white out or crossed out information will be allowed (tags are available from QC);
- securely attach price tag – do not connect price tag to a jump ring;
- all earrings must be on commercial earring cards (cards are available for a nominal fee from QC) and rubber stoppers (backs); and
- sets (any combination of earrings, necklace, bracelet) must be attached together with a “set card” obtained from QC at nominal charge; and
- each item in a set needs a tag indicating number of pieces in the set, i.e., if three pieces in the set each would have a separate tag marked 1 of 3, 2 of 3, 3 of 3 with the code on each.

All items are to be left with QC after they are submitted for review.

Quality approval standards for merchandise:

- Bracelets with magnetic clasp require a safety chain.
- Make sure item cannot be pulled apart (no loose beads) – gently tug the item.
- Use soldered jump rings or wire guardians to connect item to clasp.
- No mixed metals (example: gold clasp on silver base) unless the character of the item is mixed metal.
- Limit of three pieces that look the same.
- Does the item fit properly when worn (exception is earrings)?
- Are the earwires the same?
- Are there any rough edges on the metal parts – does any wire stick out and jab you?
- Do you see the thread/Fireline, especially the tails where it has ended or had thread added?

These are some of the things that QC looks for. If the item does not pass QC standards, it will be returned to the Club member with an explanation so the member can correct the problem and return to QC **one time only**.

TIPS FOR SELLING YOUR JEWELRY

Aesthetics – check your work for:

- Even thread tension with no gaps in the beadwork,
- all threads woven in and trimmed with no tails or fraying,
- perfectly hidden knots,
- no evidence of glue (if you used it),
- consistent, well-formed wire loops (if applicable),
- quality beads with pristine surfaces and regular shapes,
- no mixed metals (i.e., gold clasp with silver components) unless the character of the item is mixed metal, and
- findings that are not cheap looking.

Wearability – put it on and wear it a while, look for:

- no rough edges on metal parts that won't poke skin or snag on clothing (if you formed loops, they should have no sharp edges),
- does the piece fit properly when worn (exceptions earrings),
- are the earwires the same,
- perfect drape (i.e., the piece will lie correctly without too much fiddling and stays in place when worn), and
- clasps that are easy to use.

Durability – it should hold up. The better you can see your work, the easier it will be to examine it for:

- strong thread paths that will not break or come undone over time, plus extra thread paths through beads that may have sharp edges, like crystals or metal beads,
- flawless beads,
- use soldered jump rings or wire guardians to connect item to clasp,
- findings and wire gauges that can support the weight of the piece,
- quality clasp/closure that keeps the piece from falling off (if using magnet clasp on a bracelet, you must use a safety "chain"), and
- make sure item doesn't come apart – gently tug on the piece, especially if you have used jump rings on any part of it.

On back of your tag, mark if the findings (especially earwires) are sterling silver (SS); gold filled (GF); gold plated (GP); silver filled (SF); silver plated (SP); or surgical steel (SST).