

FELTWEST FREMANTLE ARTS BAZAAR

FeltWest reserves the right to refuse any exhibit for sale that does not reflect a good quality felting standard. All felt products offered for exhibit will be checked for quality to ensure the high standard that FeltWest is known for is maintained. FeltWest also reserves the right to refuse participation due to late delivery.

All stock submitted must be itemised on FeltWest's stock sheet (available on the website) and checked off and signed with a subcommittee member on or before the entry deadline.

VOLUNTEERS

Please note that if you have volunteered and are unable to do your shift, immediately notify a committee member so that a replacement can be organised.

As a volunteer it is your job to ensure that you are available to answer any questions from the public, make sure the tables are kept tidy and keep an eye on stock levels. If stock levels are running low please let a committee member know.

Only committee members are permitted to access stock below the stall tables. At some point over the three days all work will be displayed so please do not feel that because your items are not on display while you are volunteering that they won't be displayed at all. No preference is given to any individual's work and it is displayed as is deemed best for the overall presentation of felted pieces on display and the appearance of the stall. Stock is constantly rotated and we ask that you respect the decisions of the coordinators in that regard.

We specifically request that all rostered personnel pay particular attention during their shift on the stall in regards to theft. Regrettably we have experienced loss through theft of some items displayed on our stall in the past. It's easy to get caught up in conversation but we really need you, while you are a volunteer worker on the stall, to focus your attention on the goods displayed on the stall and what members of the public are doing while they are at the stall.

STOLEN/MISSING ITEMS

While every care will be taken, FeltWest cannot be responsible for theft of any items.

PICK UP

If you are unable to pick up your stock please leave clear instructions as to how your goods will be collected.

Pick up of stock may only be made once the Bazaar has closed on Sunday (5pm onwards). It is on a first come, first served basis. Please note that this is a busy time and some patience is required as all stock must be ticked off the inventory sheets before we can release your items. You must also sign the agreement on your inventory. If someone else is taking your goods then they must sign on your behalf. Assistance at this time would be appreciated to speed the process up.

SIGNED.....

FeltWEST

Fremantle Christmas Arts Bazaar 4,5 and 6 December, 2015

Feltwest is again having a stall at this successful and unique bazaar that offers quality Western Australian handmade products. We have a great reputation and are sure to attract many of last year's happy customers back again.

You are invited to include your wonderful felted creations in this year's stall. We want to encourage every member to participate as we want a great representation of Feltwest through your quality, handmade felt in a renowned arts fair. To assist in paying the cost of the stall we ask that you add an additional 2.5% to the price of each item you submit for sale. If the item sells, this 2.5% will go towards reimbursing Feltwest for the cost of the stall.

**Your felted products must get to a Bazaar organiser before or on
Saturday 21 November - Feltwest Christmas lunch**

COSTING: MATERIALS + TIME + PROFIT = PRICE

- Your beautiful works are valuable and it is important your price also represents this. Last years' wraps were selling for between \$150 - \$250. (Though there were a few elaborate and lavish pieces that were priced higher.) Scarves were priced between \$90 and \$150. These prices include the commission.
- Roughly calculate the cost of the materials and the amount of time you spent creating it. A typical textiles hourly rate is between \$16 - \$20. Four hours spent on a wrap would total \$64 - \$80. Add the time costing to your materials cost and then consider adding on a small profit. The amount you pay yourself also depends on the energy you put in, sitting in front of the TV while you work may not pay as high as a production fuelled felt off.

COMMISSION: $PRICE \div 0.70 = PRICE WITH COMMISSION$

- Fremantle Arts Centre takes a commission from everything that is sold. The commission is 27.5% (which is 25%+GST) the commission should be an additional cost to your price.
- On top of this there is 2.5% commission for Feltwest which will go towards the cost of the stall. This will only be deducted from things that are sold.

To work this out you need to take the price (your asking price) and divide it by 0.70. For example, if you cost your scarf at \$70 the selling price with commission will be \$100. If you cost your scarf at \$65 the selling price would be an odd price of \$92.85 in which case just round it up or down to \$90 or \$95

INVENTORY FORMS:

Please use and print out the Feltwest inventory forms. Fill in each code and item number in their correct order, as well as description and price. Description of the item should include the main colour of the item, size and any distinguishing features. Keep it simple. For example, small nuno scarf, blue with beads.

SWING TAGS:

- All pieces need swing tags with a personal code. This could be your initials or the initials of your business name. Heather Davis=HD
- Each piece also needs an individual item number. If you do multiples of something, they all must have an individual number. For example five felt brooches would be HD1, HD2, and so on.
- Please consider your swing tag, it provides a link between you and your product. A well considered tag reflects quality and professionalism. It can be something simple as long as it is clear and looks good. Maybe a nice handmade paper with a ribbon.
- Swing tags should be appropriately sized to the product. A small piece should not be overshadowed by a large tag. Make a smaller tag that is appropriately sized for the piece.
- Please attached your tags securely (if tags come away from item they will not be able to be put out for sale). Please no dress pins or stapling.
- Place the tag in a discreet position. On a large wrap or scarf attach the tag closer to the middle rather than the outside where it will catch and potentially be torn off.

FELTWEST SWING TAGS:

A Feltwest care label will be attached to your work in addition to your own swing tag. The Feltwest tag will provide the customer with general wool care instructions as well as contact information to our group. The tag will present a strong uniformity amongst the beautiful and wide variety. If your piece is small this tag may not be necessary or appropriate.

These will be available at October Toss and Tell and again on the deadline at the November Christmas Party.

The Feltwest swing tag does not have space for you to add code and price. This must be placed on a separate tag.

CONTACT DETAILS:

If you wish to have your contact details available, in business card form, they can be kept behind the stall and provided to interested customers. This can provide them with a personal link to you and any future work you produce.

CONTAINER:

All products need to be well presented with swing tags, (yours and Feltwest) and placed in a plastic bag or waterproof container, along with the completed inventory. Your work will be left under the stall table and will need to be protected from dust, dirt and rain. Please print your name and contact number on the container or bag. Please note coat hangers are not necessary as Feltwest provides these. The container should be the right size for the amount of work. We are limited with storage space, so please keep the box size as small as possible.

ROSTER:

Please make yourself available to work on the stall for at least a few hours. When you drop off your work you will be asked to fill out a roster sheet. Rostered participants have free entry on the day of their shift. Just let the front desk know you are working on the stall. General admission for the public is \$2.

**Opening night: Friday 4 December.
Saturday 5 December
Sunday 6 December**

PRESENTATION:

The Freo Arts Committee of Feltwest endeavours to present your work in an artistic and professional manner. All work will be on display at some point over the three days. No preference is given to an individuals, work is displayed as is deemed best for the overall stall. We love the diversity of the work and encourage all members to feel welcome to submit their work for display and sale. Please understand we will display as we see best for the group and ask you to respect the decisions of the coordinators.

DELIVERY:

All your felt products on the checklist need to be delivered to a Freo Arts Bazaar Committee member (see names listed below) by **Saturday 21 November** (Feltwest Christmas party). Your work will be checked off to match your inventory and the inventory form completed.

Please be considerate of the time schedule as delivery by this date will ensure we can consider the best way to present your work, and double check and record everything. Feltwest reserves the right to refuse any exhibit for sale that does not reflect a good quality felting standard. All felt products offered for exhibit will be checked for quality to ensure the high standard that Feltwest is known for is maintained. Feltwest also reserves the right to refuse participation due to late delivery.

Any questions or to arrange an alternative drop please contact a member of the Feltwest Freo Arts Bazaar Committee:

Vianne Sleypen
Phone 0413 007 327
vianne.sleypen@gmail.com
Nedlands

Antoinette Boyd
Phone 0414 978 093
jamant@iinet.net.au
Palmyra

The deadline is Saturday 21 November, (Feltwest Christmas Party)

CHECKLIST:

- | | |
|--|--|
| <input type="checkbox"/> CONTACT DETAILS | <input type="checkbox"/> CONTAINER or BAG |
| <input type="checkbox"/> INVENTORY | <input type="checkbox"/> DELIVERY |
| <input type="checkbox"/> SWING TAG (yours and Feltwest) | <input type="checkbox"/> ROSTER |
| <input type="radio"/> CODE | <input type="checkbox"/> PICK UP DETAILS |
| <input type="radio"/> NUMBER | <input type="checkbox"/> STAMPED SAE |
| <input type="radio"/> PRICE | |

PICK-UP: You can collect your work in person at 5pm (no earlier) Sunday, December 6, or ask someone to collect the work for you. Please make a note of your intended arrangements on your inventory form. Help would be appreciated to pack the stall away.

If you would like a copy of your inventory back please attach a stamped self-addressed envelope to the inventory so that it can be returned after payment has been made by the Treasurer.