



PO Box 142
Waterford, VA 20197
waterfordfoundation.org



October 2,3, & 4 2020

CRAFTS AT THE MILL – CONSIGNMENT INFORMATION
NOTE IMPORTANT DATES IN THE BOX AT THE BOTTOM!

Before you come for consignment drop-off:

- **Securely tag all items with the price and your Exhibitor Number.**
 - Be sure your Exhibitor Number will not get confused with the price! Do not use a # sign before your Exhibitor Number. Try to put the price on one side and your Exhibitor Number on the other.
 - If you are bringing large numbers of identical small items priced the same, please bundle them (e.g., with twist-ties or in baggies) in groups of ten to make check-in inventory easier.

- **Fill out the “Exhibitor Consignment Record” that will be provided to accept consignors.** Please print and you must use this form.
 - Try to group similar items at the same price on one line. Note how many (“quantity”) at the item price (“cost”). *For example: “small pottery bowls” - \$12.00 each*
 - Do not write in the columns marked “Returns,” “Sold,” or “Total Sales.”
 - Be sure to bring the completed form with you to check-in!

- **Display Items:** Be sure to put your name on any display items you bring (baskets, tabletop racks, jewelry displays, etc.)

Volunteering: You will be invited to volunteer. Information will be provided at a later date.

Commission: The Waterford Foundation will deduct 25% of your total sales as commission when a check is mailed to you in December.

Damage or Loss: We will take due care in handling and displaying your items. We will not be responsible for damage. We will be responsible for loss, by crediting any items not remaining after the Fair as a sale.

Consignment Pick-Up: Pick-up will be by appointment, during the month of October. More information will be provided at a later date. As we get closer to the Fair COVID-19 restrictions may change, so may our plan for pick-up.

Important Dates for Mill Consignors		Mark Your Calendars!	
Waterford Fair <i>Friday, Saturday & Sunday</i> <i>October 2, 3, & 4</i>	Consignment Check-In	By Appointment	9/1-19/2020
		September	
	Consignment Pick-Up	By Appointment	10/8-24/2020
		October	

Questions? Contact: Carol Davis (Mill Consignments) cdavis603@aol.com 603-491-1569
 Tracy Kirkman (Fair Office) fairadmin@waterfordfoundation.org
 540-882-3018 ext. 4

STANDARDS for crafts in the Old Mill Shop

Mill standards address: (a) types of items not accepted for Mill consignment; (b) items that should be entered in other Fair consignment areas; (c) criteria for jury review of Mill applications; and (d) standards for work to be displayed for Mill sales.

The Mill Committee reserves the right –

- to choose what is deemed appropriate for consignment and to limit quantities due to space or other display limitations; and
- to decline to display any crafts not representative of the items approved by the jury or not compliant with conditions noted on the Consignment Proposal form, as well as any items that do not conform to the following standards.

In all cases, the decision of the Mill Committee is final.

(a) Items will NOT be accepted if they:

- are not hand-crafted by the consignor
- are made from kits or pre-stamped designs
- are ready to eat sweets and baked goods
- are made primarily from materials such as plastic, aluminum foil, pipe cleaners, Styrofoam, paper doilies & such
- display licensed characters or a logo such as for organizations, businesses, or sports teams

(b) Items may be accepted from other Fair consignment venues for 2020 only, due to COVID-19, on a case by case basis (Mill jurying review applies). We are hopeful we will have our other venues back in 2021!

- Prints, note cards and other items made from artist's original works (Art Mart and Fine Art)
- Seasonally themed (Thanksgiving, Christmas) natural, dried, and preserved wreaths and centerpieces (Dried Flower Barn)
- NO baked goods will be accepted this year.

(c) Criteria for jury review of Mill applications:

In reviewing consignment applications, the Mill Committee also considers:

- **Quality** of materials and workmanship as evident in the photo and item description
- **Originality, creativity, and overall appeal** of the item
- **Appropriateness for the Mill** – clearly handcrafted (not manufactured goods or imports), with a price point appropriate to the Mill and the nature of the item, and with a manageable “footprint” given space limitations in the Mill.
- **Variety of items among all exhibitors**, to offer Mill visitors a wide selection. The Mill Committee may decline to accept consignors or items in any media that would be over-represented in the Mill.
- **Past “sale-ability”** – types of items known to sell well will be given preference over items with low sales in prior years.

(d) Standards for work displayed in the Mill

- The **exhibitor number and price** must be legible and firmly affixed to each item.
- **Tags or labels** should be smaller than and not overwhelm the item. Your personal logo and contact information may be on the label or tag.
- Any **pertinent information**, such as cleaning instructions, should be attached when appropriate
- **Items in sets** (e.g., place mats, jewelry, note cards, etc.) should be tied or packaged together (but NOT in plastic food storage bags!)
- **Earrings** must be affixed on display cards; rubber guards on earwires are recommended.
- **Removable parts** must be securely attached for safe display and handling.
- **Toys** must be child-safe, of non-toxic materials and finishes and without small parts if intended for young children. **Decorative items resembling toys**, but not child-safe, must be labeled as such.
- **Fiber and fabric items** should be made of natural or excellent quality synthetic fibers. Washable items should be pre-shrunk. Items that smell of mothballs or cigarette smoke will not be displayed for sale.
- **Pottery** must be hand-thrown or hand-built and well glazed. Functional items must be labeled as to food-, oven- and/or dishwasher safe.
- **Wooden items** should be smoothly finished on all sides unless intended for hanging on a wall.



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How Old Mill Shop Consignment Sales Work

All recommended COVID-19 safety precautions must be observed by all parties during drop-off and pick-up, including properly worn facemasks, social distancing, and strategies for safe handling such as gloves, hand sanitizer, etc. Instructions will be posted onsite, as well as sent out prior to September.

Before the Fair, consignors bring their craft items (labeled with the price and their exhibitor number) and their completed 3-part Consignment Record (inventory) form to the Mill by appointment only. A volunteer accompanies each consignor to their designated check-in location where all items are counted to confirm accuracy of the written inventory. Each consignor receives a copy of their Consignment Record form.

After all consignors' crafts have been delivered, Mill Committee volunteers set up displays throughout the Mill, including any necessary adjustments to displays the consignors may have arranged during check-in. For example, work by multiple consignors may be grouped in some special display areas, such as for holiday-themed items.

After the Fair, consignors return by appointment, and with the assistance of a volunteer re-inventory and retrieve unsold items. Consignors also receive a copy of their post-Fair Consignment Record inventory form.

Payment: Consignors are paid for all items not remaining after the Fair, but not for unsold items that have been damaged. The Waterford Foundation uses the post-Fair Consignment Record to review and compute each consignor's total sales. The 25% commission fee is deducted from consignor's sales. If the pricing policy is not followed the 5% administrative processing fee will also be deducted. Tax is collected and paid by the Waterford Foundation. Payment checks are mailed mid-December.

More information about filling out a Consignment Record (inventory) form, check-in and check-out, etc., will be included with your acceptance information in August.

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