

Southwest Women's Fiber Arts Collective

PO Box 636 / 107 W. Broadway

Silver City, NM 88062

505-538-5733

Mission:

Celebrate fiber art and realize its economic potential; nurture and empower both novice and skilled fiber artists; enrich the community by fostering opportunities to experience, learn, and earn.

Artists Agreement

Welcome Fiber Artist As a member of SWFAC, you now have the opportunity to have your art juried into The Common Thread (TCT) and shows in which SWFAC participates. A Selling Membership is \$60 per year and is the responsibility of the artist to maintain. This is required for selling items in The Common Thread, online and in shows. It includes discounts on classes, the newsletter and e-news. A Supporting (non-selling) Membership is \$25 and includes discounts on classes, the newsletter and e-news. A Sponsorship level membership includes a contribution of your choice to help members that may have difficulty affording the full selling membership fee. This level also includes discounts on classes, the newsletter and e-news. Dues are payable in January of each year or at the time you join.

Commission Rates: All new members start at the 35% commission rate until they have completed their 72 hours of volunteer time for the calendar year. Once those hours are complete, your rate will be reduced to 25%. Those members that live out of town or do NOT wish to volunteer the 72 hours per year, will receive the 35% commission rate. There is a special commission rate of 25% for those members who provide proof of SSI/Disability regardless of volunteer status.

These commission rates apply at The Common Thread and shows where the sponsor does NOT take a commission. SWFAC may participate in shows where the sponsor does take a commission. You will be advised of those situations and you may choose to increase your prices and change out price tags for those events. Also, some shows may NOT add gross receipts tax at the time of the sale. Since, that tax is required, you will be notified of that situation and may choose whether to increase your price or have the tax taken from your portion of the proceeds.

Payments: All payments to artists for sales at TCT and shows will be available by the middle of the following month. Checks for local artists may be picked up during business hours at TCT by signing the check received form. Checks for artists that live out of town will be mailed. It is the artist's responsibility to inform SWFAC if you want your check mailed. Inventory numbers of items sold will be reported to you with your payment.

Inventory Control: Art placed in TCT and shows must be properly tagged with a SWFAC approved tag and inventoried. You will be assigned an inventory code representing you as an artist, and you are responsible for numbering and pricing all items. SWFAC is not responsible for items sold that have been tagged incorrectly. Additions and removals of inventory must be entered on an inventory form with date and artists signature. Inventory and sales data is entered into the computer only by selected individuals. You must leave a completed inventory list for any items removed from TCT, and sign the form that you removed those items.

SWFAC is not responsible for any damage, loss or theft of inventory items. SWFAC reserves the right to jury work in or out of The Common Thread or any shows. Items will be removed from display and inventory if they are soiled, damaged, out-of-season, or if too many similar items are submitted. You may choose to keep a select few items in the back room (in a marked container), so that when an item

sells, another similar piece may be displayed. Displays are rotated and regularly moved and not all inventory may be on display at a given time. For best results, monitor your inventory, remove it periodically and bring it back later. Inventory that does not sell will eventually be returned to artist.

Volunteer Status (please check whether or not you wish to volunteer): ____YES ____NO

By signing this agreement, I understand and agree to the above conditions:

Signature: _____ Date: _____

Printed Name: _____

General Release of Liability

This general release is given on _____20____, by
(print name) _____, hereinafter referred to as
“Releaser”, to The Common Thread and Southwest Women’s Fiber Arts Collective, its board,
employees, hereinafter referred to as “Releasee”.

Releaser hereby does remise, release, acquit and forever discharge Releasee, of and from all manner of actions, causes of action, suits, debts, covenants, contracts, agreements, promises, claims and demands, which said Releaser ever had, now has, or which any personal representative, successor, heir, or assign of said Releaser, hereafter can, shall or may have, against said Releasee, by reason of any matter, cause or thing whatsoever, from the beginning of time to the date of the instrument.

“Releaser”

By: _____
(Signature)

Please submit this signed form with your membership payment. Thanks for joining SWFAC!

SOUTHWEST WOMEN'S FIBER ARTS COLLECTIVE

PO Box 636 / 107 W. Broadway
Silver City, NM 88062
575-538-5733

Mission Statement

Celebrate fiber art and realize its economic potential; nurture and empower both novice and skilled fiber artists; enrich the community by fostering opportunities to experience, learn, and earn.

Volunteer Agreement

This form is designed to gather information from you that will aid us in finding the most satisfying and appropriate volunteer service for you. All information will remain confidential.

Date _____ Home Phone: _____ Cell Phone: _____

Email: _____

Name: _____

Mailing Address: _____

City, State Zip: _____

Interest/Skills: _____

Employment Experience: _____

Volunteer Experience: _____

Languages Spoke: _____

Specific Interests and Hobbies: _____

Physical limitations (Optional, if it will help SWFAC accommodate your needs): _____

In addition to working in The Common Thread, we need assistance with a variety of tasks for which you can earn volunteer hours. Such tasks include: organizing, collecting, packing items for shows in which we participate, even attending and working shows. Assisting with inventory checks, organizing and publishing classes, preparing news releases, assisting with advertising, and organizing and/or assisting with fiber art classes with youth at the local rec center. We also host a Tapestry of Talent Fashion Show or Fiber Arts Festival in alternating years. There are a variety of committees and activities to work on to make these major events happen. Please identify activities which you would be interested in working on under "Volunteer Preferences."

Volunteer Agreement

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Volunteer Preferences: _____

Times/Days available: _____

Your Name: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact Phone Numbers: _____

All new members start at the 35% commission rate until they have completed their volunteer hours. At that time, their commission rate is reduced to 25%. To maintain the 25% rate, you agree to volunteer a minimum of 72 hours per year doing board approved tasks in exchange for the reduced rate. I understand that some shows may have an additional commission taken by the show sponsor and that I will have the opportunity to reprice my fiber art, if I so chose. I understand that if I do not satisfactorily complete my volunteer hours, I will be obligated to the normal 35% commission on all sales at The Common Thread and shows for the following year. Some shows may not collect New Mexico Gross Receipts tax at the time of the sale. If they do not collect those taxes, it will be deducted from my portion of the sales proceeds, and SWFAC will make the tax payment. I understand that any hours volunteered outside of work hours scheduled at The Common Thread, should be reported monthly to the Volunteer Coordinator and it is my responsibility to submit those volunteer hours each month.

By signing this form, I agree to uphold the mission of SWFAC and conduct myself in a professional manner when volunteering. I also acknowledge that I am responsible to the board of SWFAC and the board oversees all volunteer activities.

Signature: _____ Date: _____

Print Name: _____

Southwest Women's Fiber Arts Collective
107 W. Broadway / PO Box 636
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Policy: Jurying and Quality of Goods for Sale

Who we are

The Common Thread is owned and operated by the Southwest Women's Fiber Arts Collective, a nonprofit organization whose mission is to celebrate fiber art and realize its economic potential. Our gallery is one of the destinations on the *New Mexico Fiber Arts Trail*.

Guidelines for Artists

1. All items must be constructed of fiber or in some manner be related directly to fiber.
2. No pieces that have been worn, used, or otherwise "shop-worn" are acceptable.
3. No work that is constructed from a pre-packaged kit is acceptable.
4. Follow your passion and enjoy adding elements to your work that are original and creative. Items can be original in many ways, i.e., in its use, its construction and detailing, or its artistic interpretation.
5. Ensure attention to detail and excellent workmanship.
 - Wall hangings are to have rods and pockets or other hanging devices provided.
 - Clothing is to be sized. If a commercial pattern was used for construction, the artist is expected to incorporate original modifications in the selection of material, design, or construction.
 - Materials chosen for pieces should be appropriate for the function that the item is to serve, e.g., baby sweater in a heavy wool wouldn't be the baby's choice.
 - Items, such as baby toys and home décor items (lamps, candle holders, etc.) should be tested for safety.

Why We Care About Quality

To exist, our non-profit organization and gallery rely on the continued support of our members, funders and the good will of the buying public. They expect that the goods available for purchase be handmade and exhibit excellent workmanship. In addition, pieces are expected to offer elements of originality, creativity, or artistic interpretation.

Statement of Quality Policy

All items for sale at The Common Thread will be made-by-hand by the submitting artist. Items will be clean, completely-finished, carefully constructed, without obvious flaws, safe for the intended use, and accompanied with information on sizing, fiber content and laundering. Degree of difficulty is less important than observable original, creative, or artistic elements.

Implementation of Policy

Jurying: **All items submitted for sale must be juried.** Items, along with a completed inventory form, can be mailed or brought to The Common Thread (downtown Silver City) during store hours. The jury meets twice a month to review submissions. Artists will not be present during the jury process, but will receive a comment card, a phone call or an e-mail.

SWFAC Jury Policy

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Items accepted are entered into the computer inventory and displayed in the gallery. Members are NOT to display their items themselves. The jury committee or staff will oversee display. If an item is not accepted, you will be advised why along with suggestions or comments.

Inventory Tag and List

Every item when submitted, must have one of our tags, or if you use your own tag, it must include the following:

Hand crafted by: *(Your Name)*

Price: \$xx *(round numbers only – no cents)*

Technique: *(Hand-dyed, hand-woven, crochet, etc.)*

Marked as Original Art or Modified or Adapted Pattern:

(Size, if clothing or dimensions if a rug or wall hanging)

Care instructions:

Fiber Content:

Inventory #: *(Includes artist's assigned 3 initials and a 4-digit number with leading zeros -- ie 0005 or 0122)*

On-going Quality Control and Merchandising

The gallery reserves the right to not display items, to limit the number of items on display, or to return items, either initially or at the time a problem is discovered (loose stitching, hole, etc.) Items will be rotated for display and items may be removed depending on seasonal and other marketing considerations.

Note to Artists

While having work “juried” is nothing new to some members of the Collective, it may be a new concept to others. Do not let the notion become more than it is: one aspect of quality control for the gallery.

Anyone of us is capable of artistic wonders; anyone of us is capable of cutting the material instead of a thread!

Our organization is your organization. Individually and collectively, we have made the Common Thread an asset for the fiber artists of our region and for the town of Silver City. We want to continue to be known for our good relationships with artists, with customers, with our sister stores on the *New Mexico Fiber Arts Trail*, and with our loyal funders who want to support art and cottage industry, and to encourage tourism in New Mexico!

Southwest Women's Fiber Arts Collective

Directory Intake Form

www.fiberartscollective.org

To become a member, please print and complete this form along with the Artists Agreement, Artist Profile and Volunteer Agreement. Please drop them by The Common Thread, located at 107 W. Broadway, Silver City along with dues payment or mail to:

SWFAC
P.O. Box 636
Silver City, NM 88062

Membership Levels are: *(All levels include the membership discount on classes, the newsletter and e-news.)*

- Non-selling* \$25
- Selling* \$60 Required to sell items in The Common Thread, Etsy or Shows
- Sponsorship* Donation Contribution to help members with difficulty affording the full selling membership fee

Please make your check payable to: Southwest Women's Fiber Arts Collective

By checking "publish" below, you allow us to list your name and contact information in our membership directory, which will be available to members. We also list member names on our website, unless you choose not to be listed.

	Publish	Do Not Publish
Name: _____	<input type="checkbox"/>	<input type="checkbox"/>
Address: _____	<input type="checkbox"/>	<input type="checkbox"/>
City, State Zip: _____	<input type="checkbox"/>	<input type="checkbox"/>
Phone: _____	<input type="checkbox"/>	<input type="checkbox"/>
Email: _____	<input type="checkbox"/>	<input type="checkbox"/>
Website: _____	<input type="checkbox"/>	<input type="checkbox"/>

Are you a member of a Fiber Guild ? Yes No

Please list guild(s): _____

Do you have any business/organizational skills such as grant writing, accounting, legal, that you would be willing to donate to the collective? (this will not be published) Yes No

Please list: _____

Would you be willing to call other members of the Collective who do not have internet access about gatherings and events? Yes No

Would you or your guild be interested in organizing a sale or show? Yes No

Directory Intake Form

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Would you be willing to teach a class in your area of expertise? Yes No

Please list what you would be willing to teach:

Thank you for joining the Southwest Women's Fiber Arts Collective! We value and appreciate your interest and support.

We are a 501(c)3 nonprofit organization. Donations are tax deductible. Donated goods may be left at The Common Thread, 107 W. Broadway in Silver City.

As a part of our nonprofit outreach, we teach fiber art classes from time to time at the local rec center.

Would you be willing to do a fiber art class with youth? Yes No

Would you be willing to assist another member with such a class? Yes No

SWFAC also has some items (rigid heddle loom, pop-up canopy, etc.) that are available to members to rent. Arrangements can be made at The Common Thread. Please call ahead to make sure item will be available at the time you request them. A fee may apply and a damage deposit is held until the item is returned in good condition.

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Artist Profile

Name _____

City, State _____

Fiber Arts Practiced: _____

Years working in the various media: _____

Awards, related education, distinctions, etc.: _____

How did you come to join SWFAC? _____

How do you challenge yourself to improve your art? _____

Artist Statement: (How you became involved in fiber arts, the types of art you do, what inspires you, why do you do what you do, etc . . .)
