



2021 Pop-up Shop Participation Instructions

The Inspirations exhibition Pop-Up Shop will offer work for sale on a cash and carry basis.

- To participate in the Pop-Up Shop opportunity you must have at least one piece juried into the Inspirations exhibition.
- HHH items for sale must be fiber techniques but are not limited to woven items. Dish towels, scarves, etc, welcome. If you have a question about a technique or piece, contact sjkenjoinc@hawaii.rr.com.
- GFC items must be glass but are not limited to fused glass.
- You may bring in up to 10 items (5 if large) to be included in the pop up.
- All items must be approved for inclusion in the Pop-Up by the exhibition chairs. We will try to evenly represent all participating artists in the Pop-up.
- Space will be limited and all items may not all be able to be displayed at the same time, and wall items may be displayed on a rotating basis. Decisions will be at the discretion of the exhibition designer.
- Participants must provide an inventory list using the form available on the HHH or the GFC website.
 - Participant Inventory lists will be the main control to keep track of your items for sale.
 - Write or type legibly and provide a clear description of each piece.
 - Inventory lists will be kept in a binder at the Sitter's Table and sales handled by the exhibition sitter/docent.
- Participants must assign each of your pieces an inventory number
 - Inventory number should be your three initials plus a number e.g. SJL1, SJL2, SJL3, etc. Please use capital letters.
 - Affix two tags on each piece with the same identifying number. When the item is sold, one of the tags will be affixed to your inventory list to confirm the item sale.
 - We suggest tags be .5" x 1" each. Can be tape or actual tags pinned on to your piece.
- Item Delivery/Pickup/Payments
 - Participants must have all their pop up works delivered by Monday, September 27, 2 pm.
 - No items may be added during the sale.
 - Pick up of unsold work will be Friday, October 15, before 5 pm.
 - Unsold work not picked up on time will be charged according to exhibition rules.
 - Payment to participants for sold work will be handled the same as exhibition sales.
 - Hawai'i Handweavers' Hui will take a 30% commission for all sales.
 - GFC will take a 30% commission on all glass sales.

HHH, Hawai'i Island Participants:

Any unsold work submitted for the Pop-up Shop can be either held for sale at the HHH Kalama Sale or returned to you after the exhibition. Please note your preference on your inventory page. If you do not note a preference, any unsold work will be returned to you. For more information and questions, contact hbbbigisland@gmail.com.
