

# RMLA Fiber Booth Guidelines

The purpose of the RMLA Fiber Booth is to educate the public and llama owners and to promote North American llamas and Rocky Mountain Llama and Alpaca Association.

There may be occasions where RMLA supports the Fiber Co-op activity by using general funds to purchase an additional, adjacent booth for fiber product sales. Educational and promotional material representing RMLA will be displayed in a prominent place including Membership applications within the additional area.

Dear Consignors:

The forms you need to consign your llama fiber articles to the RMLA Fiber Booth are available at [www.rmla.com](http://www.rmla.com). In addition to these Guidelines, you will need a Consignor Agreement Form and an Inventory Sheet. The Inventory Sheet can be downloaded as an Adobe or Excel file. The Excel file includes formulas that will help you track your inventory.

Please duplicate the forms as needed and keep these pages for reference each year. These Guidelines apply to all Booth locations, so please take the time to review them. You can email or call the Committee Chair(s) if you have questions or want to volunteer at any of the Fiber Booth's events. Addresses and telephone numbers for the Committee Chair(s) can be found in the RMLA Membership Directory. Consignors are encouraged to volunteer as the Booth cannot operate without volunteers and even an hour or two at an event to give the Booth Manager a break or to help pack up helps a lot. New managers and staff are always welcome. Training can be done at an event.

All consignors are responsible for providing a sturdy plastic container with a secure lid for storing their inventory items. Label the container and lid with your name and consignor number. Inventory is transported and stored in a 6 x 12 foot tandem-axle trailer owned by RMLA. It is important to sign a Consignor Agreement Form each year and keep the Booth managers informed of your current address and telephone number. Items left in the trailer for more than one year by consignors for whom we do not have a current signed Consignor Agreement will be considered abandoned and treated as donations to the annual RMLA Fiber Booth Silent Auction to help cover Booth expenses.

## FIBER CONTENT & OTHER REQUIREMENTS FOR BOOTH INVENTORY

1. All items made with llama fiber must contain at least 60% llama, by weight. The fiber must be from llamas or alpacas living in North America. The remaining 40% may be other animal, plant and/or synthetic fibers produced in the USA. 2. Fiber items must be handcrafted and belong to one or more of the following categories: Weaving, Knitting, Crocheting, Felting, Spinning, or Stitchery. Commercially made products from South America, or anywhere outside the USA, are not acceptable. 3. Fiber items

must be the responsibility of the consignor in design and execution; original in concept or of historical or ethnic derivation; one-of-a-kind or limited edition. 4. Fiber items must possess the following characteristics: be finished and clean, new and not worn or used; have no odor other than that inherent to the materials; be constructed to last for the appropriate use of the object; be safe for the intended use; be free of technical errors and be free of any sign of insect infestation. 5. All other inventory,

including books and fiber tools, must be produced in the USA, be related to lamas, Jewelry should be handcrafted. Note cards may be reproduced from original artwork. 6. All inventory must be ready for display and sale with fresh-looking labels and tags securely attached. All items are subject to review by the booth committee. Items which do not meet these Guidelines will not be displayed in the Booth.

#### FEDERAL TRADE COMMISSION REGULATIONS

All handcrafted clothing is required to have a "securely attached, legible, conspicuous and non-deceptive label." All textile wearing apparel used to cover or protect the body (capas, coats, dresses, jackets, ponchos, skirts, socks, sweaters and vests) must have this information on the label:

1. Producer's name. 2. Fiber content, by generic name(s), in order of percent by weight. 3. Care instructions; washable and securely attached, including wash, dry, iron, bleach and special warnings.

Records must be kept on file for at least 3 years containing:

1. Percentage of fiber by weight, and sample of fiber. 2. Date, source, and quantity of raw materials purchased. 3. Date of manufacture and date of sale.

Exemptions from FTC regulations include: gloves, hats, mittens, scarves, small shawls, shoes, purses, rugs, table linens, wall hangings, toys, blankets and pillows. Appropriate care instructions should be provided for these items.

#### RMLA BOOTH REQUIREMENTS

Each item must carry the following:

1. Inventory tag (1 x 1 ½ inch hang tag with string), to be removed for inventory control when the item or unit is sold. Each inventory tag must have:

a. The consignor's number (assigned by the Committee Chairs). b. An item or unit number to correspond to the Inventory Sheet. c. The price of the item.

2. If the item is under FTC regulations, the information described above. 3. Consignor's tag or business card. Can be combined with FTC tag.

#### PACKAGING

1. Please use clear plastic bags for raw fiber, roving, or batts. 2. Put a whole fleece in one bag or divide it into bags containing 4, 8, or 16 ounces.

3. Yarn may be sold by the individual skein or several packaged in a clear plastic bag. 4. Roving, batts or yarn wrapped with paper bands or hang tags are also acceptable.

The Booth Committee will supply bags for customers' purchases.

#### SUGGESTED PRICING GUIDELINES (Please price all items to the nearest dollar.)

1. Fiber a. Raw llama fiber: \$3.00/oz. If superior in quality and spotlessly clean, \$4.00/oz. b. Washed and carded into roving or batting 1. 100% llama: \$5.00/oz. 2. Llama blended with alpaca, angora

rabbit, cashmere, mohair, merino or silk: \$5.50/oz. 3. 100% alpaca: \$5.50/lb. 4. Alpaca blended with silk: \$6.00/oz.

2. Hand-spun Yarn: a. 100% llama : \$6.00/oz. b. Blended with alpaca mohair or merino: \$6.50/oz. c. Blended with angora rabbit, cashmere, or silk: \$8.00/oz.

3. Mill-spun Yarn: a. 100% llama: \$5.50/oz. b. 100% llama, dyed: \$6.50/oz. c. Blended with silk, mohair, or angora rabbit: \$8.50/oz. d. 100% alpaca: \$6.75/oz.

4. Clothing and other items: double or triple the cost of the fiber, depending on the complexity of the design or time spent making the item. Multiply this figure times the finished weight of the item to determine the price. Example: \$10.00 value of fiber x 3 = \$30 x 3 oz. felted hat = \$90

## PROCEDURES

Inventory check in: 1. If sent by mail or UPS to the Booth Committee, it must arrive at least one week before an event, with all labels attached, completed Inventory Sheet(s) and signed Consignor's Agreement form. 2. In person, during check-in time, at an event. All labels must be attached, Inventory Sheet(s) and Consignor's Agreement form completed before check-in.

Unsold inventory: Consignor should indicate a choice on their Agreement form:

1. Pick up at the conclusion of event, 2. Booth Committee stores and takes to next event, or 3. Consignors may request that unsold items be returned to them by mail or UPS. Consignors are responsible for all postage and shipping costs.

4. Unclaimed items stored in the trailer for more than one year will be considered abandoned and treated as donations to the RMLA Fiber Booth Silent Auction to help cover Booth expenses.

## CONSIGNOR COMMISSIONS

The commissions paid to RMLA by consignors are:

- 10% commission on all items sold for Booth Managers.
- 20% commission on all items sold for RMLA Members.
- 40% commission on all items sold for NON RMLA Members.

## BOOTH EXPENSES

- Booth expenses will be paid for by the commission to RMLA, committee silent auction or other fund-raising by the end of the calendar in which events are held.
- Committee member expenses including Fuel costs will be covered by the fiber committee thru silent auction funds or other fund raisers by the end of the calendar in which events are held.

## OTHER REVENUE

- Money collected on behalf of RMLA for Membership dues, sale of RMLA publications and other items are reported separately and not included in gross fiber sales.

The amount paid to Consignors is the price paid by customers for their items sold, less their respective commissions/responsibilities to RMLA. Checks to Consignors will be mailed by the RMLA Treasurer

within 15 days after received from the booth manager and all customer checks and charge card purchases have cleared.

#### BOOTH MANAGER RESPONSIBILITIES

The Booth Manager: *(Must be RMLA Member in good standing to fulfill manager role)*

- Submits event registration to show organizers.
- Provides a schedule, including set up and tear down times, for each event.
- Recruits, schedules and, if necessary, trains Booth personnel.
- Manages Booth inventory and maintains an attractive display, with equal display of articles by all consignors
- Ensures all inventory and display equipment are properly loaded in the trailer at the end of an event.
- Completes accounting after the event and delivers it to the RMLA Treasurer in a timely manner along with customer checks and check for cash sales.
- Booth Managers are responsible for collecting sales taxes paid by customers at each event and providing the RMLA Treasurer with the forms and information necessary for transmitting the sales taxes collected to the appropriate taxing authority.