

# **GVR Lapidary and Silversmith Club Display Policy**

## **DISPLAY COMMITTEE DUTIES AND RESPONSIBILITIES:**

- Meet as scheduled and agreed to by Display Committee members as needed but at least 4 times per year,
- Establish or change policies to be approved by the GVR Lapidary Board,
- Develop a yearly budget for Board approval.

## **THE DISPLAY COMMITTEE SHALL:**

1. Have a minimum of 3 (three) committee members if possible,
2. Write a display policy to be used at all facilities and revise as necessary,
3. Verify, on a periodic basis, that the Display policy is being followed at each facility,
4. Prepare a budget as necessary and present to the Finance Committee,
5. Maintain a supply of display fixtures in coordination with the Finance Committee,
6. Work with the Facility Managers to inspect and ensure proper quality of items in the showcases,
7. Work with on-site Display Representatives to prepare and maintain artisans' displays,
8. Appoint, if possible, a minimum of 2 (two) on-site Display Representatives at each facility to:
  - > assist artisans with properly tagging their items and identifying them in the Artisans Inventory Book,
  - > add artisan items to, and remove them from, display areas,
  - > maintain a pleasing display of artisan items,

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- > report to Display Committee if needed.
- 9. The Display Committee and on-site Display Representatives will, on an annual basis, remove items from the cases and clean the display cases and fixtures.
- 10. The names of Display Committee members and on-site Display Representatives will be posted at each facility.

### **Display Policies include the following:**

- A. Monitor Display Policy
- B. Display Item Preparation Policy
- C. Truth and Disclosure Policy
- D. Quality Standards for Jewelry Sold in GVR Lapidary Shops
- E. Waiver and Assumption of Risk

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## **A. Monitor Display Policy**

This policy is intended to establish a set of rules by which all monitors will be allowed to display their items in a manner that is fair and equitable to everyone who has items on display for sale. These items must be at least 50% the work and creativity of the member.

1. In order to display items for sale, the eligible member must sign the Club “Waiver of Responsibility”. The signed waiver will be filed in the designated binder by the Display Representative or Facility Manager for that site.
2. New full-time and alternate monitors will complete a 30-day eligibility period before they may present items for display and sale. The waiting period is waved for returning monitors.
3. Monitors must follow the directions outlined in section B. Display Item Preparation Policy.
4. Each full-time monitor may have up to 50 items on display, a maximum of 20 of which may be pendants, the rest may be a combination of jewelry items. (At this time, cabochons are not permitted in display cases due to space constraints, however, members may sell them to other members in the shops or at club general meetings.) Each full-time monitor will only retain display privileges for 60 days after her/his last regular monitor shift.

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After 60 days of inactive monitoring, all items must be removed from all displays and cases. Seasonal monitors must remove their items from display cases before leaving Green Valley in the spring/summer.

5. Each alternate (substitute) monitor may have up to 27 items on display, a maximum of 10 of which may be pendants, the rest may be a combination of jewelry items. Each substitute monitor must work a minimum of two (2) shifts each month to maintain display privileges. Substitute monitors are responsible for asking for shift opportunities to meet the 2 shift per month requirement. If a substitute monitor is unable to find opportunities, they must check with the Facility Manager. After 30 days of inactive monitoring, all items must be removed from the display areas.
6. No monitor may use part of another monitor's total allotment.
7. Facilities Managers (East/ Desert Hills / West) and others determined by the Board will be eligible to display quantities under the conditions in #4 or #5 above, as determined by the Board.
8. During off-season, the Display Committee or the on-site Display Committee Representative may authorize active monitors to display additional items on a facility-by-facility basis.

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## B. Display Item Preparation Policy

*The Artisan should make sure all items are clean, polished, and well made.*

*Minimum sales price is \$20.00*

1. ***Decide if you will be selling as a set or individual items.*** For example, necklace and earrings can be sold as a set if you tag them that way. All components of a set must be labelled "SET" on all tags. Otherwise, make a tag for the earrings and one for the necklace so that they can be sold individually yet displayed together. All items must be sold as they were originally presented for sale; no separation of sets or changes of components are allowed.
2. ***Tag each item or set.*** Using the small label printer with 9mm (3/8") silver tape, print your artisan/item code for the piece, then on the lower line print the price. Each center has instructions for using the label printer. Make sure that both the artisan/item code and the sale price are on the same side of the tag; this makes the bookkeeping much easier. On the back side of the tag you may make a small label giving a bit of information about the piece e.g.: Metal (.925/SS, .999FS, CU, 14K Gold, GF), stone, chain length, etc.  
***Please note: Artisans are not allowed to display business cards or advertise a business.***

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3. ***Adhere the label to a silver “dumbbell” tag (provided by the club) and attach it to the item.*** For items such as cuff bracelets, collars or solid necklaces, put the silver tag on a small white sticker and adhere it directly to the piece. Make sure there is enough of the middle tab to provide the monitor a “grab tab” tail for removing the tag and its information.
  
4. ***Appropriately sized boxes are available for sale to customers.*** 14K and 18K gold items may be displayed in black velveteen jewelry cases provided by the artisan. These cases will remain with the item as part of the sale.
  
5. ***In the Sales Book, fill out the Artisan Inventory sheet.*** Accurately describe your items: stone(s), metal(s), chain, length, etc. Include all information that truthfully describes each item’s components such as type of stone, filled, stabilized, etc. Use more than one line if necessary. Include all information that pertains to the quality of the items being sold. To check in your items, have a designated Display Representative, Facility Manager, or Display Committee member initial and date your entries. When an item is sold, a large X will be placed across the entry for the item.
  
6. ***Place your prepared items in a tray in the designated area for your shop.*** The Display Representative or Display Committee member will place your items in the display cases to make a pleasing, artistic display. Display Representatives, with the assistance of the daily sales monitors, will keep the displays clean and neat. Any item that looks like it needs some tender loving care should be called to the attention of the Display Representative,

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a Display Committee member or the Facility Manager so it can be taken care of appropriately. A “Needs Attention” form will be issued to the artisan and the item removed to the designated area until action has been taken. The Display Committee, Display Representative or Facility Manager may require the artisan to clean, polish, and/or repair any items that have become discolored or damaged.

- 7. *All items removed from the cases for an artisan festival must be signed out at least one week prior to the event.*** No club owned display fixtures or accessories shall be loaned to members for use outside the facility.
  
- 8. *When items are permanently removed from the cases, the item listing will be crossed out with a large “X” on the Artisan Inventory sheet and initialized by the artisan.*** If an item is temporarily removed from the case, it will be indicated in pencil, so that it can be easily reinstated if it is returned.

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## **C. Truth and Disclosure Policy**

This policy is intended to establish standards of integrity, fairness and honesty among the club members and to protect the reputation of all the club within the community. Each member displaying and selling their items through the club will be required to follow the intent of this policy to retain their privilege of selling items through the club facilities. Any disputes over those privileges that cannot be resolved at the facility level will be resolved by the Board of Directors and the Board decision will be final.

The following activities will be considered breaches to the intent of this policy and will be subject to actions by the club. This list is not all-inclusive and may be revised as needed. If any member has questions about any issue concerning this policy, he/she should seek clarification from the Display Committee.

1. Jewelry must be accurately and thoroughly described on the Artisan Inventory sheets in the sales book at the facility where it is displayed.
2. Jewelry must be at least 50% the work and creativity of the artisan.
  - a. The purchase of gems and setting them meets this requirement.
  - b. Knives with hand-crafted handles are also permitted.
3. Copying patterns from instructional materials is acceptable.
4. Jewelry which has been copyrighted or trademarked by another artisan **CANNOT** be displayed or sold through the club facilities.



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5. Jewelry which has been designed by another artisan CANNOT be reproduced and/or sold without the written approval of the original designer.
6. Used jewelry CANNOT be sold through the club facilities. (No garage sale, White Elephant, estate sale, family heirloom items, etc.)

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## **D. Quality Standards for Jewelry Sold in GVR Lapidary Shops**

1. Jewelry cannot have sharp points or edges. All touchable surfaces must be smooth.
2. All jump rings must be tightly closed or soldered.
3. No tarnish, fire scale, glue or solder should be visible. The overall piece must be bright and shiny unless antiqued or patinaed.
4. Bezels should not be dented or scratched and should be smooth, snug and tightly fitting. If trim is used, it should be tight around the bezel with a minimum gap unless part of the design.
5. Ear wires should not contain nickel as many people have nickel sensitivities.
6. When findings are attached by cold connections or stitching, the connections must be neat, secure and meet the intended function.
7. All pendants must be on chains or chokers/collars; however, monitors can use cords, cable necklaces or ribbons with a clasp instead of a chain or choker/collar. Cords, cable necklaces or ribbons especially made for jewelry can be obtained at retail lapidary, jewelry supply or craft stores.
8. With the exception of wire-wrapped or fused glass jewelry, all metal components must be sterling silver, silver-filled, copper, bronze, brass, gold-filled, surgical steel, stainless steel or 10K, 14K, or 18K gold. Chains and collars must be sterling silver (not silver-filled), copper, bronze, brass, gold-filled, surgical steel, stainless steel or 10K, 14K, or 18K gold. Plated components are NOT permitted. All metal components must be identified on the Artisan Inventory sheet.

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9. Artisans are encouraged to state on the Inventory sheet which part(s) of the piece are handcrafted.
10. Gemstones should have a nice polish or appropriate natural finish.
11. Necklaces should have no kinks or lopsidedness (unless part of the design).
12. Earrings should be the same length and symmetrical (or mirror images) unless part of the design.
13. Beaded Work:
  - should not have more than 1/4" of cable or wire exposed from the last bead,
  - cable ends must be secured with crimp beads or a knot and pulled through the 2nd or 3rd bead (crimp covers are encouraged),
  - beaded components must be of high quality and finished well,
  - industry standards should be followed when using silk or fiber for knotting beads.

**ALL ARTISANS ARE ENCOURAGED TO INCLUDE AT LEAST ONE HAND-CRAFTED COMPONENT IN THEIR PIECE (e.g., clasp, pendant, etc.)**

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## E. Waiver and Assumption of Risk

I, \_\_\_\_\_ hereby voluntarily sign this  
PLEASE PRINT YOUR NAME

***Waiver and Assumption of Risk*** in favor of The GVR Lapidary and Silversmith Club (hereafter known as “The Club”), located in Green Valley, AZ. I fully waive and release The Club from any and all claims against personal property including merchandise in the display cases, bulletin boards, and/or items and tools stored in my assigned locker, resulting from fire, theft or damage that may result from participation in the Sales and Display Programs offered to Monitors and Alternate Monitors, Facility Managers, and others in The Club approved by the Board of Directors.

I sign this ***Waiver and Assumption of Risk*** in consideration of the opportunity to participate in the Monitoring Program sponsored by The Club.

I acknowledge and understand the risks associated with displaying items and/or personal items and agree to participate.

I understand that if I have not been monitoring for a period of six months and the Club is no longer able to contact myself or a family member, the Club reserves the right to remove any and all items from display and/or locker. Items will be sold and proceeds to be donated to the Club.

I have read and understand the Club’s “**Monitor Display**” policy, “**Preparing Items for Display**” policy and the “**Truth and Disclosure**” policy and I agree to abide by those policies as approved by the Club Board of Directors.

Artisan Code: W, E, D, \_\_\_\_\_

East West DH Center Locker number/s \_\_\_\_\_  
Circle Appropriate Center/s

Dated: \_\_\_ / \_\_\_ / \_\_\_ Signed: \_\_\_\_\_