

## **Guidelines for SAWS**

### **Stewards 2023**

Stewards are representatives of SAWS to the public. If you have a SAWS polo shirt please wear it.

To commemorate the 40th anniversary of SAWS, we have a new vest for the stewards to wear during your shift. Please be sure to put one on. They will be available at the exhibition when you arrive.

A list of steward shifts will be provided to everyone stewarding. If you are going to be late or cannot make a shift, advise your partner and make every attempt to find a replacement.

Stewards should guard pieces against theft or damage. The public should not touch or handle pieces unless invited to do so. The display should not be left unattended.

Stewards should provide the public information on SAWS, who we are and what we do. There will be a supply of business cards with SAWS web address ([www.SAWS.ca](http://www.SAWS.ca)). Encourage visitors to fill out a People's Choice ballot. The contact information on the ballot will be used only to advise the 2023 winner of their prize and to send one email in 2 years time advising of the 2025 exhibition.

Provide information on pieces on display. Makers' tags with a red dot indicate the piece is either not for sale or is already sold. The meeting on September 5 will provide an opportunity to learn more about individual pieces from the maker, please plan to attend and ask questions.

Keep the exhibition space neat and tidy.

A master price list will show makers contact information. Stewards can record potential customers' contact information to pass along to makers. Stewards should NOT provide makers' contact information to mall visitors.

Stewards should NOT engage in price negotiation. Only a maker can negotiate on price.

Stewards may sell pieces with the following provisions:

1. Items sold must not be removed from the exhibition until the exhibit is over (end of day September 10)
2. Pieces cannot be released on a temporary basis
3. Delivery of the piece is to be arranged by the maker after the exhibition concludes.
4. Payment for a piece should be made through electronic transfer or through the web site. Cheques can be accepted if no other means is possible and should be forwarded to the treasurer (Lou Girard).
5. Stewards should issue a receipt for pieces sold recording complete purchaser contact information.

6. Following a sale the master price list should be updated to indicate the piece as “sold” and the steward should initial the master list.