



## Kawartha Potters Guild Christmas Sale

December 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> 2017

Friday 2 pm – 8 pm, Saturday 10 am – 5 pm, Sunday 11am – 4 pm

Location - **STAY TUNED**, we would like to reserve the right to change the location of the Christmas Sale to the Guild, until we review the success of the Spring Sale.

### Rules of Sale

- The sale is open to: active members whose dues are paid in full with no late penalties. Membership renewals for sale participants are due at the time of signing up for the sale. (You can pay at the time of signing up for the sale OR you can leave a cheque post-dated to September 1 of the year of the sale.)
- All work in the sale must have clay as its major component and made solely by the participant. No pieces made from commercially cast molds will be accepted in the sale. (if in doubt please ask)
- 15% commission will be charged on all sales.
- Application fee is non-refundable after Sept. 1st.
- Each piece must be labeled with a pre-printed label showing the potter's code and the price of the piece only. No item numbers are to be on the piece.
- Each participant should have a Bio and photograph on display in a 5x7" portrait format.
- New participants must have their work evaluated by the Guild Standards Committee prior to the sale. ***"NO EXHIBITOR (except committee members) SHOULD BE PRESENT IN THE ROOM WHILE THE STANDARDS COMMITTEE IS CHECKING THE WORK"***.
- The Standards Committee will inspect all work in the sale on Friday afternoon. Any items brought to restock your shelves after Friday must be shown to a member of the standards committee for acceptance before being added to a display. Decisions of the committee will be adhered to.
- If a piece has no price tag, the acting sale supervisor will establish a fair price.
- All sale participants must be able to work three shifts and fulfill at least one pre-show assignment. Failure to do any agreed upon assignment or shift will result in a \$75 per shift charge against net sales and could make you ineligible for next year's sale. If you know in advance that you cannot work your shifts, please include \$65 per shift in the cheque with your fees.
- The guild does not accept responsibility for theft or breakage of participant's work.
- \* KPG sales are designed to promote & educate the public about pottery. We welcome potters to meet the public and discuss their work. KPG would not want customers to feel like they are being uncomfortably shadowed.
- \* KPG would like to encourage a supportive environment for all members and visitors, please remember professional courtesy to all.

Display setup: Friday 9:30 - 12:00

Standards Committee: Friday 12:00 -1:30



Application: KPG Christmas Sale

Name: \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Sale fee:** is based on front length of table or display unit. Self standing display unit to be no wider than a 30 inch wide table. If you know in advance that you cannot work your shifts, please include \$65 per shift in the cheque with your fees.

Sizes Available	Table needed	Own Display unit
4 foot ----- \$55	_____	_____
6 foot ----- \$70	_____	_____
8 foot ----- \$85	_____	_____
10 foot ----- \$105	_____	_____

**Shifts:** Indicate your preferred shifts by crossing out the shifts you are unable to do. Be prepared to work 3 shifts.

<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
1. 1:30 – 5:00	3. 9:30-1:30	5. 10:30 - 1:30
2. 4:30 – 8:00	4. 1:00 – 5:00	6. 1:00 – 4:00
		7. 3:00 – 6:00 clean up hall
		8. 12:00-4:00 –shift and demonstrator tear down

**Shift Assignment:**

Please indicate your preferred shift assignment – please give at least 3 choices.

Job	Have Experience	Training Required
Checkout –cash	_____	_____
Checkout -credit/debit cards	_____	_____
Checkout –wrapper	_____	_____
Main Room –greeter	_____	_____
Main Room -decorator/floor walker	_____	_____
ANY assignment listed above	_____	_____



**Booth requirements**

All booths, whether table top or full length, may not exceed the length contracted for (4/6/8/10 feet). Nor may they extend further than 6 (six) feet high and 30" (thirty inches) deep.

**Pre- and Post-show assignments:**

In order for our sale to be successful, all participants are expected to assist with one pre-sale task in addition to the shifts worked during the sale. See attached list.

Indicate the letter for your 1st\_\_\_\_\_ 2nd\_\_\_\_\_ 3rd\_\_\_\_\_ choice of job.

**Photos:** By May 15, all participants are requested to include 3 to 5 recent professional quality photos of their work (CD or email) to Dawn Guillemette [dawn5187@live.com](mailto:dawn5187@live.com), for rack card, promos or website use. Pictures must be of work that will be available for sale in the show. For additional information regarding the sale please contact Dawn Guillemette, Sales Chair, [dawn5187@live.com](mailto:dawn5187@live.com) or phone 705-292-5187

**Payment:** Include cheque payable to **The Kawartha Potters Guild** with this application.

Completed application, including pictures of your work, table fee payment and 2016/17 KPG membership renewal are due **by April 30 at 4:00 p.m.** Applications received after April 30 and until June 30 will be subject to a \$25.00 late fee. Late applicants will be wait-listed. Available spaces will be allocated on a first come, first paid basis. If an application is mailed, space will be allocated according to the postmark date of the application.

You can submit your application and pay for both your table and your KPG membership fee in person at the KPG Gallery on Talwood Drive. You can also mail your application and cheque (s) for both your table fee and your KPG membership renewal to:

Kawartha Potters Guild, 993 Talwood Drive, Peterborough, ON, K9J 7R8.  
I agree to abide by the Rules of Sale.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_



## **PRE-SALE TASKS:**

### ***Advertising:***

- A.** Maintain email list of Sale attendees (Door Prize ballots) and send an email notice about the Sale 3 weeks before. Include all Guild members in this mailing. 3-5 hours for a computer savvy person. This will include one shift at the show.
- B.** Organize, set up and take down display at the Library display case in November.

### ***Signs:***

- C.** Sign Distribution. Place signs in a section of Peterborough in predetermined locations following a map on the Sunday before the Sale. Collect the signs after the Sale. 1-2 hours. 4 people required with vehicles.
- D.** Co-ordinate sign distribution and pickup/delivery to sign placement teams, purchase new signs and stands as necessary. Arrange storage 2-3 hours.

### ***Office:***

- E.** Prepare and distribute Code Labels and Guidelines for distribution at the October meeting. 1-2 hours for a computer savvy person.
- F.** Create Name/ Labels and Bios for new participants. 1-2 hours for a computer savvy person.
- G.** Pick up Office Supplies from Gallery and return after show. Order & get more paper for wrapping or bags if needed.

### ***Set Up:***

- H** Prepare and set up Door Prize Table with forms, pens and ballot box. 1 hour.
- I.** Assist with set up: Office or Floor Plan (2 -3 people) Friday am. 1 -2 hours.
- J** Purchase apple cider, oranges, cinnamon sticks, and Styrofoam cups. Set up & maintain refreshment table at the Sale. 1-2 hours.
- K.** Decorate the Sale room. Boughs and festive decor on the common areas of the Sale –ballot table, checkout table, etc. 1 hour.
- L.** Arrange pick up of shopping baskets. Clean if necessary. Deliver to Sale venue before opening. 2-3 hours.
- M.** Help demonstrator set up, take down & clean up Demo area. This requires a vehicle to transport the wheel.
- N.** Take your chance – fill a need as requested