



Kawartha Potters Guild Christmas Sale Dec 2, 3, 4 2011

Friday December 2, 3 pm – 9 pm
Saturday December 3, 10 am – 5 pm
Sunday December 4, 11am – 4 pm

The 15th annual Kawartha Potters Guild Christmas Sale will be held at the Peterborough Lions Community Centre 347 Burnham St. Peterborough, Ontario from Friday December 2 to Sunday December 4, 2011.

Rules of Sale

- * **The sale is open to:** active members whose dues are paid in full with no late penalties.
- * **All work** in the sale must have clay as its major component and made solely by the participant.
- * **A 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 submit their photo and bio to a sale committee member at the September meeting.
- * **All new sale participants must have their work evaluated** by the Guild Standards Committee no later than the June meeting.
- * **No pieces** made from commercial moulds will be accepted in the sale.
- * **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 **can not** 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.

Display setup: Friday December 2: 9:30 - 12:30

Standards Committee: Friday December 2: 12:30 -2:30

--Keep this page for your files--

Pre-Sale Tasks:

- A. Prepare and distribute Code Labels, Raku and Smoke Fired Labels and Guidelines for distribution at the October meeting. 1-2 hours for a computer savvy person.
- B. Create Name Labels and Bios for new participants. Print customer appreciation coupons for next Sale, to be distributed to buyers at this Sale. Have available at the start of Sale. 1-2 hours for a computer savvy person.
- C. Prepare and set up a public education presentation –display or poster –describing pottery types or techniques to Sale attendees. 2-3 hours.
- D. Prepare and set up Door Prize Table with forms, pens and ballot box. 1 hour.
- E. 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.
- F. Assist either Anne (2 people) or Micki (one person) in set up Friday am. 1 -2 hours.
- G. Purchase cookies, apple cider, oranges, cinnamon sticks, and Styrofoam cups. Rent coffee urns from grocery store. Set up refreshment table at the Sale. 1-2 hours.
- H. Decorate the Sale room. Boughs and festive decor on the common areas of the Sale –ballot table, checkout table, etc. 1-3 hours.
- I. Sign Distribution. Place signs in a section of Peterborough in predetermined locations following a map on the **Monday** before the Sale. Collect the signs after the Sale. 1-2 hours. 4 teams of 2 with vehicle required.
- J. Arrange for storage of yellow road signs, co-ordinate pickup/delivery to sign placement teams, purchase new signs and stands as necessary. 2-3 hours.
- K. Arrange pick up of shopping baskets. Clean if necessary. Deliver to Sale venue before opening. 2-3 hours
- L. Help demonstrator set up & take down. This requires a vehicle to transport the wheel.
- M. Take your chance – fill a need as requested.

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Application: KPG Christmas Sale 2010

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 **can not** work your shifts, please include \$65 per shift in the cheque with your fees.

	Table needed	Own Display unit
4 foot -----	\$50 _____	_____
6 foot -----	\$65 _____	_____
8 foot -----	\$80 _____	_____
10 foot -----	\$100 _____	_____
12 foot -----	\$120 _____	_____

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. 2:30 – 6:00 | 3. 9:30-1:30 | 5. 10:30 - 1:30 |
| 2. 5:30 – 9:00 | 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**.

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

Pre- and Post-show assignments: Look under Pre-Sale Tasks:

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.

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

Photos: Include 3 to 5 recent digital photos with your application if you want them used for the rack card, promo or website.

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

Completed application is due by **June 13, 2011**. Available spaces will be allocated according to the postmark date of the application.

Send to: Darlene Malcolm Moran, RR#1, 42 Edgewood Road, Bethany, L0A 1A0

I agree to abide by the Rules of Sale.

Signed: _____ Date: _____