

INFORMATION FOR ALL CRAFTSPEOPLE

Wesleyan Potters, Inc.
56th Annual Exhibit & Sale
November 25 - December 11, 2011

IMPORTANT DATES AND CHANGES

NOTE: We will use a bar-code system for all crafts.

We must have our bar-codes on all your work before it can be released for sale. Please help us in this endeavor by getting your inventory sheets to us on time. However, if you feel confused or intimidated, please give us a call and someone will walk you through it. You mean a lot to us and we want things to go well. **Bar-code labels will be mailed to you once you send in your inventory sheet.**

FIRST DEADLINE

October 1- 15 mail, email or fax a copy of your inventory sheets to Wesleyan Potters so that we can assign our bar-codes and send bar-code labels to you. Small changes in your inventory sheet can be accommodated later. See instructions on next page for filling out the forms.

SHIPPING DATES:

October 27 – November 4 – SHIPPED work with Wesleyan Potters bar-code labels on them should arrive between Oct. 27 and Nov 4. If you are shipping your work without bar-codes or if you think it will arrive before October 27 or after November 4, call the Pottery office.

Shipping Address: Annual Sale, Wesleyan Potters, 350 South Main St., Middletown, CT 06457

HAND DELIVERY:

On November 11, Friday 9:30 a.m. until 3:00 p.m. – deliver bar-coded work

On November 12, Saturday 9:30 a.m. until 3:00 p.m. -- deliver bar-coded work

We encourage you to make an appointment for hand delivery on another day if it is more convenient for you. If you do not have bar-code labels on your work you must call to make a special appointment. Call the office on weekdays between 9:00 a.m. and 3:00 p.m. at (860)347-5925 or email us at wesleyan.potters@snet.net.

RETURNS: Note on your Sale form how unsold work is to be returned. PICK UP unsold work Thursday, December 15, between 10a.m. and 2 p.m. or Saturday December 17 between 10 a.m. and noon. Call the office to make special arrangements for pick up at another time – you can come earlier in the week – just call ahead so we can arrange to have your items ready for pick up. We cannot be responsible for work picked up after Saturday December 17. Work being SHIPPED will be sent by Saturday, December 17.

PAYMENT: Work sold at the Annual Exhibit & Sale will be paid for by January 31, 2012. Craftspeople set the retail price of their goods. Wesleyan Potters, Inc. commission is 40%. The amount paid will be 60% of the retail price. Return shipping charges will be deducted from your account.

Party, Party, Party with us, celebrating the 56th Annual Sale.

We hope you can come Friday, November 25, opening at 10 a.m. --- evening Gala 6-9 p.m.

Wesleyan Potters, Inc.
350 South Main Street
Middletown, CT 06457

Fax: 860-343-1096 Office phone: 860-347-5925

E-mail: wesleyan.potters@snet.net Website: www.wesleyanpotters.com

INVENTORY SHEET INSTRUCTIONS

By October 15:

Please complete our Inventory Sheets or the Excel Spreadsheet accessed from our website, www.wesleyanpotters.com or ask them to be emailed to you.

Return inventory sheets to us by E-mail, FAX or Mail to reach us by October 15. (Small changes in inventory can be accommodated later). If you positively cannot get your inventory sheets to us by October 15, give us a call. Make a duplicate for your records.

Wesleyan Potters cannot be responsible for losses incurred due to labeling or inventory errors.

Federal Law requires that our records show your *Social Security Number or Federal Identification Number*.

Note your assigned vendor code. Please do not change it without our authorization.

Bar-code labels will be mailed to you once you send in your inventory sheet.

Completing Inventory Sheets: note you may use the form or just put the information in the correct order on an excel spread sheet.

1. List each piece by your assigned code and an item number, description, quantity and price. For the 2010 Sale begin item numbers with your Vendor Code plus **2501**.
2. Large quantities of identical items with identical prices such as note cards, prints, mugs, etc. should have the same inventory number. Indicate quantity on the inventory sheet.
3. Your 3-letter vendor code is the first part of the inventory number.
4. List your pieces in numerical order beginning with the number **2501**. Example: SMJ2501, SMJ1502, SMJ2503
5. Group like items. Example: list all necklaces in numerical order on your inventory sheet. Follow them with all the earrings, etc.
6. Indicate Category Code (cat.code). **P**=pottery, **J**=jewelry, **F**=fiber, **G**=glass, **W**=wood, **B**=baskets, **O** for all others. When in doubt, use **O**.
7. Use additional sheets if needed. Photocopy them yourself or download from our website. www.wesleyanpotters.com
8. No pennies, please. Whole dollar values only. Example: \$10.00, not \$9.99.
9. Use simple descriptions – no Hieroglyphics, please.
10. Jewelers - please use only *small* hangtags or the earring cards provided and identify all stones and metal on the inventory sheet and on the tag.
11. First year craftpersons are limited to 25 pieces, except jewelers who are limited to 15 pieces. If your work is very large i.e. furniture please limit to 5 pieces.
12. Note that we will call you for more work if it is needed.
13. Please call (860) 347-5925 if you have questions or need help.
14. *Be sure to carefully read the special instructions for jewelers and fiber artists.*

INVENTORY SHEET EXAMPLE:

<u>Item code</u>	<u>description</u>	<u>cat.code</u>	<u>ven.code</u>	<u>retail</u>	<u>quantity</u>
SMJ2501	SCARF, RED	F	SMJ	72.00	10
SMJ2502	SCARF,BLUE	F	SMJ	55.00	1

Fill in exactly as shown; no dashes, no extra spaces, short descriptions with item listed first. Fill in all columns on sheet. Do not include dollar signs (\$). Always fill in quantity.

To prepare for shipping or hand delivery:

- Make sure each piece has bar-code label attached to it (no straight pins). - If an item has 2 or more parts, label each part with all the above information as well as the words "1 of 2 (or more) parts".

PLEASE NOTE: We will NOT need your help in set-up or selling. OUR MEMBERS act as our crew. Business cards will not be displayed but information on the craftspeople will be **available to our customers at the office**. **The exhibition committee reserves the right to select the display according to their best judgment.** They replenish and rearrange every day. Remember, the committee will call you if more work is needed.