

INFORMATION FOR ALL CRAFTSPEOPLE

Wesleyan Potters, Inc.

67th Annual Exhibit & Sale

November 25- December 24, 2022

We are thrilled to have you exhibit at our 67th Annual Exhibit and Sale. Our co-op members and staff carefully plan and design the preparation of the space, the setup of the displays, and the staffing of the sale. We do our best to make it successful for everyone. We greatly appreciate your cooperation in following these guidelines to help us process your work into the show! You mean a lot to us and we want things to go well for you, too.

IMPORTANT DATES AND DEADLINES

October 3 – 12 - Submit Inventory Sheet and Sale Form Electronically (Details below)

November 1 – 8 – Shipped items to arrive between these dates

November 8 – 11 – Hand-delivered work (Details and hours below)

November 25 – Opening! (Details below)

January 6 – 11 – Unsold work returned, picked up or shipped (Details below)

All forms are available on our website: <https://www.wesleyanpotters.com/opportunities/call-to-artists/>
Inventory Sheets and Sale Form – October 3 – 12

Emailing a completed Inventory spreadsheet and the Sale Form is the best way to insure accuracy and a rapid turnaround for your barcodes. **Please submit your inventory as an excel file** –or if you work on a Mac, send it as an .xls file. Your inventory info is uploaded into our Artisan system to create barcodes, so every field (column) needs to be completed. **The Sale Form can attached in an email as a word doc, pdf or scanned image** – please use dark ink and write legibly. Note, small changes in your inventory sheet can be accommodated later. See instructions on next page for filling out the forms. **You are encouraged to send photos and any publicity materials to Wesleyan Potters to help us promote and advertise your work.** If you positively cannot get your inventory sheets to us by October 12, give us a call.

Our bar codes must be 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 anything needs clarification, please give us a call and someone will walk you through it. **Bar-code labels will be mailed to you after we have received your inventory sheet(s).** Wesleyan Potters cannot be responsible for losses incurred due to labeling or inventory errors.

SHIPPING DATES – November 1 – 8

SHIPPED work with Wesleyan Potters bar-code labels on them should arrive between Nov 1 and Nov 8. If you are shipping your work without barcodes or if you think it will arrive before Nov 1 or after November 8, you must call the Pottery Office.

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

HAND DELIVERY DATES for Inventory In Process: *please plan on being here for 30 minutes*

Saturday, November 12	9:30 am – 3:30 pm
Monday, November 14	10:00 a.m. until 1:00 p.m.
Tuesday, November 15	10:00 a.m. until 1:00 p.m.

We encourage you to make an appointment for hand delivery so we can anticipate the traffic flow.

If you have made your appt. but have not received your barcode labels in the mail, please call us to re-schedule your 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

To prepare for shipping or hand delivery: Make sure each piece has a bar-code label attached to it (no straight pins). - If an item has two 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. This Sale is our biggest fundraiser and as a non-profit organization, we rely on the commission sales to help with our operating costs. Therefore, any business cards or additional information on the craftspeople is available to our customers in the office rather than with the work on display. **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.**

**Party, Party, Party with us, celebrating the 67th Annual Sale.
We hope you can come Friday, November 25, opening at 10 a.m. --- evening Gala 6 – 8 p.m.**

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

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

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

Forms at <https://www.wesleyanpotters.com/opportunities/call-to-artists/>

RETURNS: Indicate on your Sale Form how you wish any unsold work to be returned

IMPORTANT DATES for PICK UP

Friday, January 6, between 9:30 a.m. and 2 p.m.

Saturday, January 7 between 9:30 a.m. and noon

If you are unable to pick up your work on Jan 6 or 7, call the office to make special arrangements for pick up at another time. you can schedule a time as early as Wednesday Jan 4– please schedule a pickup appointment so we can arrange to have your items ready for pick up and someone on hand for check out.

Please note: Wesleyan Potters will not be held responsible for work picked up after Saturday, January 7. We have limited storage space.

Work to be SHIPPED will be sent by Monday, January 9, 2023.

COMMISSION: Checks for work sold at the Annual Exhibit & Sale will be mailed by January 16, 2023. 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 consignment check. Please note on your form if you want your return goods insured.

INVENTORY SHEET INSTRUCTIONS

By October 12:

Please download the Inventory sheet from the website or request one to be emailed to you by our office staff. If you do not have the Excel on your computer, use OpenOffice (available free), Numbers on Macs or Google Sheets. If you are using another spreadsheet, please use the same order of our sheet: Item Code, Description, Category Code, Vendor Code, Retail Price, and Quantity. **Please send as an excel file.**

- ***Make a duplicate for your records, and include one with your work.***
- ***Note your assigned vendor code. Please do not change it without our authorization.***

INVENTORY SHEET EXAMPLE:

<u>Item code</u>	<u>description</u>	<u>cat.code</u>	<u>ven.code</u>	<u>retail</u>	<u>quantity</u>
XYZ22501	BRACELET, SS, pearl	J	XYZ	72	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 (\$) or decimals. Always fill in quantity.

1. List each piece by your assigned code and an item number, description, quantity and price. **For the 2022 Sale** begin item numbers with your Vendor Code plus **22501**.

2. Multiple 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. If you are not sure what your code is, please call us!
4. List your pieces in numerical order beginning with the number **22501**. Example: SMJ22501, SMJ22502, SMJ22503
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. downloaded from our website.
8. No pennies, please. **Whole dollar values only**. Example: 10, not 9.50.
9. Use simple clear descriptions, 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 craft people are limited to 25 pieces. If your work is very large, i.e. furniture please limit to 3 pieces.
12. If your sales are steady and your inventory is running low mid-sale, we may contact you to request additional work.
13. Please call if you have questions or need help.
14. *Please read the Standards for jewelers, potters, fiber artists, wood and leather craftspeople available on our website.*

Wesleyan Potters

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Fax: (860) 343-1096

350 South Main Street, Middletown, CT 06457

Website: www.wesleyanpotters.com

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