

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.

CORRECTED 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 12, 14 and 15– Hand-delivered work (artists need to call to schedule a drop off time--more details below)

November 25 – Show Opens! Evening Gala (Details below)

January 6 + 7 – Pick Up Days for unsold work - call to schedule a pick up time

January 9 - 11 - Shipping days for unsold work (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](https://www.wesleyanpotters.com/opportunities/call-to-artists/Inventory%20Sheets%20and%20Sale%20Form%20-%20October%203%20-%2012)

Emailing a *fully completed* Inventory spreadsheet and the Sale Form is the best way to insure accuracy and a rapid turnaround for your barcodes. Save as you type and examine your documents carefully before sending. **Please submit your inventory as an excel file** –or if you work on a Mac, send it as an .xls file. **We cannot open any documents sent as Pages or Numbers .**

The Sale Form can attached in an email as a word doc, pdf or scanned image – please use dark ink and write legibly. If you have recently moved, have changed your email or any other contact information- please note change on your Sale Form.

New to this year's Sale form: If you have an Instagram or Facebook account that you use to promote your work and shows, we want to know your profile name so we can tag you to promote your work and to invite your fans, friends, and followers to the sale.

You are encouraged to send photos and any publicity materials to Wesleyan Potters to help us promote and advertise your work.

If you want to share photos of work in process, use the #wesleyanpotters and #

Note, small changes in your inventory sheet can be accommodated later. See instructions on next page for filling out the forms.

Our bar codes must be on all your work before it is shipped or before your Inventory In appointment Please help us in this endeavor by getting your inventory sheets to us on time. If you positively cannot get your inventory sheets to us by October 12 due to an emergency , give us a call. **Bar-code labels will be mailed to you after we have received your inventory sheet(s).** (We receive many inventory lists at one time and we do our best to process them as quickly as possible. Wesleyan Potters cannot be responsible for losses incurred due to labeling or inventory errors.

SHIPPING DATES – November 1 – 8

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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". If you include a stand or display piece which is not intended for sale--please put a small label with your name, Vendor Code and "NOT FOR SALE".

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

Due 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 create your inventory in another spreadsheet app like Open Office, Google Sheets or Numbers, please remember to send your inventory as an Excel document. 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.**

- **Save on your computer for your records, and bring or ship one with your work.**
- **USE the assigned vendor code.** Please do not change it without our authorization.

INVENTORY SHEET EXAMPLE:

| Item code | description | cat.code | ven.code | retail | quantity |
|-----------|----------------------------|----------|----------|--------|----------|
| XYZ22501 | Earring, SS, dangle, pearl | J | XYZ | 72 | 2 |

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 - even if it is 1.

1. List each piece by your assigned code and an item number, description, quantity and price. Be short and concise with your item descriptions "Bowl" is not descriptive enough Better: "Bowl, LG, shallow, blue and tan"
2. **For the 2022 Sale**, the item number will begin with **22501**, the item code is your vendor code and item number
3. Multiple quantities of *identical* items priced identically such as note cards, prints, matching mugs, etc. should have the same itemcode. Indicate quantity in the right hand column on the inventory sheet.
4. Your 3-letter vendor code is the first part of the itemcode. If you are not absolutely sure what your code is, call or email us and we can provide that information. (It can cause a little havoc and will definitely cause delays if you submit inventory with the wrong vendor code.)
5. List your pieces in numerical order beginning with the number **22501**. Example: SMJ22501, SMJ22502, SMJ22503
6. Group like items on your inventory list. Example: list all necklaces in numerical order on your inventory sheet. Follow them with all the earrings, etc.
7. 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**.
8. When pricing your items, please use **whole dollar values only---no cents**. Example: 10, not 9.50.
9. Jewelers - please attach our barcode on a *small* hangtags for each piece or the earring cards provided and identify all stones and metal on the inventory sheet and on the tag.
10. First year craft people receive specific information about limits, the types of work accepted and details. If you are a new vendor, please refer to your Jury New Craft letter. The office keeps copies of the letters- if you have misplaced that information, call and we can help.
11. If your sales are steady and your inventory is running low mid-sale, we may contact you to request additional work.
12. Please call if you have questions or need help.
13. *Please read and review the Current Standards for jewelers, potters, fiber artists, wood and leather craftspeople available on our website. Every year they may be updated and new information may be added.*

Wesleyan Potters

Telephone: (860)347-5925

Fax: (860) 343-1096

350 South Main Street, Middletown, CT 06457

Website: www.wesleyanpotters.com

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