

INFORMATION FOR ALL CRAFTSPEOPLE

Wesleyan Potters, Inc.
68th Annual Exhibit & Sale
November 24- December 24, 2023

As you prepare to participate in our 68th Annual Exhibit and Sale, please familiarize yourself with our procedures and guidelines for submitting work. We respectfully request you adhere to all instructions and deadlines.

IMPORTANT DATES AND DEADLINES

October 2 – 11 - Submit Inventory Sheet and Sale Form Electronically

October 30 – November 4 – Shipped items must arrive between these dates.

November 12 – 14 – Hand-delivered work accepted.

November 24 – Opening Day

January 5 – 9 – Unsold work returned, picked up or shipped.

SALE FORM AND INVENTORY SHEETS (Electronic only) ~ October 2 – 11

Emailing a completed Inventory spreadsheet and the Sale Form is the best way to ensure 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 information is uploaded directly into our Artisan system to create barcodes, so every field (column) needs to be completed as indicated.
 - Download the Inventory sheet from our website (<https://www.wesleyanpotters.com/opportunities/call-to-artists/>) or request one to be emailed to you by our office staff. If you do not have Excel on your computer, use OpenOffice (available free), Numbers on Macs or Google Sheets. If you are using another spreadsheet, please use the same column order as our sheet: Item Code, Description, Category Code, Vendor Code, Retail Price, and Quantity.
 - Make a duplicate of your inventory sheet for your records and include a copy with your work.
 - Fill in the Inventory sheet exactly as shown in the example on the first line of the form; no dashes, no extra spaces, only short descriptions with item listed first. Fill in all columns on sheet.
 - Do not include dollar signs (\$) or decimals. Always fill in quantity.
 - List your pieces in numerical order, using your assigned 3-letter vendor code followed by the inventory number. Sale numbers for the 2023 Annual Sale will begin with **23501** (ie. XYZ23501, XYZ23502) If you are not sure what your vendor code is, please contact us at 860-347-5925.
 - Multiple quantities of identical items with identical prices such as note cards, prints, mugs, etc. should have the same item code. Indicate quantity on the inventory sheet. Group-like items. Example: list all necklaces in numerical order on your inventory sheet. Follow them with all the earrings, etc.
 - 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.
 - 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**.
 - Whole dollar values only. Example: 10, not 9.50.
- **The Sale Form may be 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.
- You are encouraged to send photos and any publicity materials to Wesleyan Potters to help us promote and advertise your work.

Our bar codes must be on all your work before they 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 ~ October 30 – November 4

SHIPPED work with Wesleyan Potters bar-code labels adhered to each piece should arrive between October 30 and Nov 4. If you are shipping your work without barcodes or if you think it will arrive before October 30 or after November 4, you must call the Pottery Office for approval.

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

HAND DELIVERY DATES ~ November 12 – 14 *(please plan on being at the studio for 30 minutes)*

Sunday, November 12 9:30 am – 3:30 pm

Monday, November 13 10:00 a.m. until 1:00 p.m.

Tuesday, November 14 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 appointment but have not received your barcode labels in the mail, please call us to reschedule 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 DELIVERING YOUR WORK:

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 will only be available to our customers via 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.

UNSOLD WORK RETURNED ~ January 5 – 9, 2024

If you are unable to pick up your work on Jan 5 or 6, call the office to make special arrangements for pick up at another time.

Please note: Wesleyan Potters will not be held responsible for work picked up after Sunday, January 7. We have limited storage space. Work to be SHIPPED will be mailed between January 7- January 9, 2024. Please Indicate on your Sale Form how you wish any unsold work to be returned.

COMMISSION CHECKS

Checks for work sold at the Annual Exhibit & Sale will be mailed by January 15, 2024. Craftspeople set the retail price of their goods. Wesleyan Potters commission is 40% of the retail price. The amount paid to the artists 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.

Wesleyan Potters

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Website: www.wesleyanpotters.com

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