

## INFORMATION FOR ALL CRAFTSPEOPLE

Wesleyan Potters, Inc.  
64th Annual Exhibit & Sale  
**November 29 - December 15, 2019**

We are thrilled to have you exhibit at our 64th Annual Exhibit and Sale. Over the years, our system has evolved to take advantage of new technologies to smooth some of the tedious work of mounting our sale. The preparation of the space, the setup of the displays, and the staffing of the sale for the main 2-1/2 weeks is done by more than 100 volunteers and we do our best to make it successful for everyone. We greatly appreciate your cooperation in following these guidelines to help us get 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 1– October 10** – Submit Inventory Sheet and Sale Form (Details below)

**October 27 – November 7** – Shipped items to arrive between these dates

**November 15 + 16** – Hand-delivered work (Details and hours below)

**November 29** – Opening! (Details below)

**December 19 -21** – Unsold work returned, picked up or shipped (Details below)

All forms are available on our website: <http://www.wesleyanpotters.com/downloads-for-exhibitors/>

#### **Inventory Sheets and Sale Form – October 1-10**

Emailing a completed Inventory spreadsheet and the Sale Form is the best way to insure accuracy and a rapid turnaround for your barcodes. We realize that there are craftspeople who do not use a computer, and must fill the forms by hand. Please use your best, most legible hand. These can then be mailed or faxed to us. **Taking a digital image of your inventory sheet with a phone or camera and emailing it or faxing is not acceptable.** Last year, too many were very hard to read and resulted in errors. 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 also 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 10, give us a call.

***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, intimidated, or have any questions, 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 27 – November 7**

SHIPPED work with Wesleyan Potters bar-code labels on them should arrive between Oct. 27 and Nov 7. If you are shipping your work without bar-codes or if you think it will arrive before October 27 or after November 7, you must call the Pottery office.

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

#### **HAND DELIVERY:**

**On November 15, Friday and November 16, 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 [AnnualSale@wesleyanpotters.com](mailto:AnnualSale@wesleyanpotters.com)

**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 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.

**Party, Party, Party with us, celebrating the 64th Annual Sale.**

**We hope you can come Friday, November 29, opening at 10 a.m. --- evening Gala 5 – 8 p.m.**

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

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

E-mail: [info@wesleyanpotters.com](mailto:info@wesleyanpotters.com) Website: [www.wesleyanpotters.com](http://www.wesleyanpotters.com)

Forms at <http://www.wesleyanpotters.com/downloads-for-exhibitors/>

**RETURNS:** Note on your Sale Form how unsold work is to be returned. PICK UP unsold work Thursday, December 19, between 9:30 a.m. and 2 p.m. or Saturday December 21 between 9:30 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 and someone on hand to release your work. We cannot be responsible for work picked up after Saturday December 21. Work being SHIPPED will be sent by Saturday, December 21.

**COMMISSION:** Checks for work sold at the Annual Exhibit & Sale will be mailed by January 15, 2019. 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. Please note on your form if you want your return goods insured. Federal Law requires that our records show your Social Security Number or Federal Identification Number.

**INVENTORY SHEET INSTRUCTIONS**

**By October 10:**

Please complete our Inventory Sheets or the Excel Spreadsheet accessed from our website, or ask them to be emailed to you. If you do not have the Excel application, you can use OpenOffice (available free) or any spreadsheet application. 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.

- ***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>
XYZ19501	BRACELET, SS, pearl	J	XYZ	72.00	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.

1. List each piece by your assigned code and an item number, description, quantity and price. **For the 2019 Sale** begin item numbers with your Vendor Code plus **19501**.
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 **19501**. Example: SMJ19501, SMJ19502, SMJ19503

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.
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 if you have questions or need help.
14. *Be sure to carefully read the special instructions for jewelers and fiber artists, available on our website.*

## Wesleyan Potters

Telephone: (860)347-5925

Fax: (860) 343-1096

350 South Main Street, Middletown, CT 06457

Website: [www.wesleyanpotters.com](http://www.wesleyanpotters.com)

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