

# INFORMATION FOR ALL CRAFTSPEOPLE

Wesleyan Potters, Inc.

65th Annual Sale

**November 27 - December 24, 2020**

We are thrilled to have you exhibit at our 65th Annual Sale. Organizing this event during the pandemic has been a challenge and we apologize for the late communication. There were many adjustments that needed to be made this year's planning schedule. We are thankful for the opportunity to hold our Annual Sale. The Sale itself is longer but this year we are scaling down the show space. With fewer active members this year and a considerable work load, our gallery space will be a bit smaller with clearly marked social distancing and foot traffic signs as per Covid safety guidelines. Our staff and co-op members will do our best to make it successful for everyone. Over the years, our system has evolved to take advantage of new technologies to smooth some of the tedious work of mounting our sale. 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 16– October 20** - Submit New Inventory Sheet and New Sale Form **electronically only**(Details below)

**October 28 – November 6** – Shipped items to arrive between these dates

**November 13 + 14** – Hand-delivered work (Details and hours below)

**November 27** – Opening 10 am – 6 pm (Details below) Due to Covid restrictions, no Gala this year

**January 1 -5** – 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 16-20](https://www.wesleyanpotters.com/opportunities/call-to-artists/Inventory%20Sheets%20and%20Sale%20Form%20-%20October%2016-20)

Emailing a completed Inventory spreadsheet and the Sale Form is the best way to insure accuracy and a rapid turnaround for your barcodes. For 2020, we ask that you use the new 2020 Inventory and Sale forms. The new Inventory form includes updated directions. Please send your inventory sheet as a .xl or .xls document. When you download the inventory sheet, don't forget to save it, rename it with your name (ex. "Jane Doe Inventory 2020")

**Sending or faxing a digital image of your inventory sheet with a phone or camera and emailing it or faxing is not acceptable- as these all require re-typing when they arrive to our office.** 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 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 20, 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 and an inventory changes form 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- check your barcodes carefully when you receive them.

## **SHIPPING DATES - October 28 – November 6**

SHIPPED work with Wesleyan Potters bar-code labels on them should arrive between Oct. 28 and Nov 6. 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.

**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.**

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

#### **HAND DELIVERY:**

**On November 13, Friday and November 14, Saturday 9:30 a.m. until 3:00 p.m.** – deliver bar-coded work and your Inventory changes form.

FOR COVID health and safety, 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 4:00 p.m. at **(860)347-5925** or email us at [wesleyan.potters@snet.net](mailto:wesleyan.potters@snet.net)

#### **COVID Safety Protocol for entering the building**

- **Check Your Temperature at home**—if you are running a fever, do NOT come to the studio. Most healthcare providers consider a fever to be 100.4°F (38°C) or higher. A person with a temperature of 99.6°F to 100.3°F has a low-grade fever. Err on the side of caution. Call our office and we will make different arrangements.
- If you are feeling ill with symptoms consistent with covid-19, or have recently been exposed to others who have tested positive (within 14 days) you are asked to refrain from coming to the studio.
- Curbside drop off can be scheduled if you have health vulnerabilities. Please call our office 860-347-5925.
- Please wear your mask **before** entering the building. Masks must be worn securely over the nose, mouth, and chin at all times while at Wesleyan Potters.
- Observe and be mindful of **6 foot social distancing** when entering the building and while inside.
- Please sign in to the **Contact Tracing sign-in sheet**. Provide an email address. In the case of a visitor testing positive, this CONTACT TRACING document would be shared with Public Health Department. Our staff is not responsible for filling out this sheet for others. **Please write legibly**, as it is very important for notification purposes.
- Use the hand sanitizer provided. Rub vigorously.

**RETURNS:** Note on your Sale Form how unsold work is to be returned. PICK UP unsold work between Saturday, January 2, and Tuesday, January 5, by appointment only. Call the office to make arrangements for your pick up time. We cannot be responsible for work picked up after Tuesday, January 5. Work being SHIPPED will be sent by Tuesday, January 5.

**New in 2020**, we will use ShipStation, an online service which does a cost comparison for the least expensive shipping costs. Please note on your sale form if you want your return goods insured or if you prefer to use your own shipping account –in which instance, we would tell you the dimensions of the box, and you would send us the label.

**COMMISSION:** Checks for work sold at the Annual Exhibit & Sale will be mailed at the latest by January 15, 2021. As the 2020 Sale will end on Dec. 24<sup>th</sup> this year, the bookkeeping payout process for the Annual Sale will take place the first week of January 2021. Craftspeople set the retail price of their goods. For outside artists and inactive members, Wesleyan Potters, Inc. commission is 40%. The amount paid will be 60% of the retail price. We deduct return shipping charges from your account. Federal Law requires that our records show your Social Security Number or Federal Identification Number.

Wesleyan Potters, Inc.  
 350 South Main Street  
 Middletown, CT 06457  
 Office phone: 860-347-5925

E-mail: [wesleyan.potters@snet.net](mailto:wesleyan.potters@snet.net) Website: [www.wesleyanpotters.com](http://www.wesleyanpotters.com)  
 Forms at <https://www.wesleyanpotters.com/opportunities/call-to-artists/>

### INVENTORY SHEET INSTRUCTIONS

#### By October 20,2020:

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, Google Sheets (both 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:

Item code	description	cat.code	ven.code	retail	quantity
XYZ20501	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 (\$). Always fill in quantity.

1. List each piece by your assigned code and an item number, description, quantity and price. **For the 2020 Sale** begin item numbers with your Vendor Code plus **20501**.
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 **20501**. Example: SMJ20501, SMJ20502, SM209503
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. 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 outside craftpersons are limited to **25 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, potters, fiber artists, wood and leather craftspeople available on our website.*