

INFORMATION FOR ALL CRAFTSPEOPLE

Wesleyan Potters, Inc.

66th Annual Sale

November 26 - December 12, 2021

We encourage our juried craftspeople to participate in this year's sale. Organizing this event during the second year of the pandemic presents challenges and the opportunity to do things a little differently. For this year, the Holiday Sale will run on one side of the building and parts of the studio will remain a working space for potters and jewelers, providing therapeutic studio time for members and students.

The strategic and creative design of this year's sale will showcase inspiring displays of handcrafted work with clearly marked social distancing and foot traffic signs as per Covid safety guidelines. Our staff, members, students and instructors in the building are fully vaccinated but masks are still required to protect our more vulnerable citizens. Families love bringing their children to this event year after year. We want that love of craft to continue through the generations.

With less storage and less wall spaces this year, we are asking for fewer items of the categories below.

- Large Framed Prints and Wall Pieces – please limit to 5 (smaller framed that can fit on a shelf or matted work: 40 pieces)
- Large floor Sculptures – 4 max , smaller table top sculptures 20
- Pottery- lamps and large pieces (over 12" tall) – 20

We hope for robust sales—if we run low on your inventory, the Office committee will call and request more work if possible.

IMPORTANT DATES AND DEADLINES

October 6– October 15 - Submit New Inventory Sheet, and 2021 Sale Form **electronically only**(Details below)

November 1 – November 9 – Shipped items to arrive between these dates

November 13 - 17 – Hand-delivered work (Details and hours below)

November 26 – Opening 10 am – 6 pm (Details below) Due to Covid restrictions, no Gala or live music 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](https://www.wesleyanpotters.com/opportunities/call-to-artists/Inventory%20Sheets%20and%20Sale%20Form)

Emailing a carefully and fully completed Inventory spreadsheet and the Sale Form is the best way to insure accuracy and a rapid turnaround for your barcodes. For 2021, we ask that you use the new 2021 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 2021")

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, technique or care instructions materials to Wesleyan Potters to help us promote and advertise your work.** If you positively cannot get your inventory to us by October 13th 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 – November 1 – November 9th

SHIPPED work with Wesleyan Potters bar-code labels on them should arrive by Nov 9th. We realize that some people are experiencing delay times in shipping this year—If we don't receive the work by the 9th, there is a little wiggle room between when the artwork arrives and when the display is being put together by our members.

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- 17th. Call ahead and schedule an appt. to drop off work between 9:30 a.m. until 3:00 p.m. **In the past this was an open time to drop off ,but for covid concerns, scheduling an appt will help us keep drop off points disinfected and our indoor spaces less crowded.** Please deliver bar-coded work and your Inventory changes form.

If you do not have barcode labels on your work before your drop off date, you must call to make a special arrangements—we can set aside an area for you to put your labels on at time of drop-off without feeling rushed. 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

COVID Safety Protocol for entering the building

- **Covid vaccinations are recommended**
- **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 re-book your appointment.
- 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 **or if you are unvaccinated.** Please call our office 860-347-5925.
- **MASKS ARE MANDATORY.** 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.
- Use the hand sanitizer provided. Rub vigorously.

RETURNS: Please let us know on your Sale Form how you would prefer your unsold work is to be returned.

POST-SALE PICK UP : Artists can schedule an appt. to pick up unsold work on Fri Dec 17th and Sat Dec 18th . Or call to make arrangements for pick up during office hours the next week. Call the office to schedule your pick up time. Be prepared –the inventory out process takes about ½ hour. We cannot be responsible for work picked up after Tuesday, January 5.

UPS or USPS : Work being SHIPPED will be sent by Monday, Dec 20th.

TIP: If you are traveling during the Christmas holidays and won't be home at time of delivery -- please arrange a hold with your post office to avoid delivery mishaps (theft, damage due to weather.)

New in 2020, we use ShipStation, an online service that provides cost comparisons for the least expensive shipping costs. Please note on your sale form if you would prefer to add shipping **insurance** or if you prefer to use your own shipping account –in which case, we pack your work, take the dimensions of the box and call or email you with that information. and you would send us the label. Shipping costs are deducted out of your commission check.

Artist Payment: As the 2021 Sale will end on Dec. 12th this year, the bookkeeping payout process for the Annual Sale will take place the week of December 20th. Vendor consignment checks for work sold at the Annual Exhibit & Sale will be processed and mailed at the latest by January 1, 2022, although often we have checks ready earlier. 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 Website: www.wesleyanpotters.com
Forms at <https://www.wesleyanpotters.com/opportunities/call-to-artists/>

INVENTORY SHEET INSTRUCTIONS

Please download and complete our Inventory Sheets or the Excel Spreadsheet available on our website. 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.

- *Keep a copy for your records, and include one with your work.*
- *For first time vendors, Please use our designated vendor code.*

INVENTORY SHEET EXAMPLE:

Item number	description	cat.code	ven.code	retail	quantity
XYZ21501	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 2021 Sale** begin item numbers with your Vendor Code plus **21501** with no spaces in between.
2. Multiple quantities of **identical** items with identical prices such as note cards, prints, ornaments, etc. should have the same inventory number. Indicate quantity on the inventory sheet. Two different styles of an item should have separate inventory numbers – especially if you have made different series of an item.
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 **21501**. Example: SMJ21501, SMJ21502, SMJ21503
5. Group like items. Example: list all necklaces in numerical order on your inventory sheet. Follow them with all the earrings, etc. (this makes it easier to keep track of inventory numbers.)
6. Indicate Category Code :**P**=pottery, **J**=jewelry, **F**=fiber, **G**=glass, **W**=wood, **B**=baskets, **O** for all others. When in doubt, use **O** or call us.
7. Use additional sheets if needed. Download from our website.
8. No cents, please. Whole dollar values only. Example: 10, not 9.99.
9. Use simple descriptions

10. Jewelers - please send all pieces with your barcodes attached securely on a *small* hangtag and place any earrings on the earring cards provided. Identify all stones and metal on the inventory sheet and on the other side of the hangtag.

- Note that we will call you if we are running low on your inventory.
- Please call if you have questions about the directions or need help.
- *Be sure to carefully read the Guidelines and Standards for jewelers, potters, fiber artists, wood and leather craftspeople available on our website, as work not meeting these standards will not be displayed.*