



# SPRING SALE — SATURDAY, MAY 11, 2024

## REGISTRATION INFORMATION & FORM

**PLEASE BRING this COMPLETED FORM with FULL PAYMENT**  
(CASH or CHECK made out to: WESLEYAN POTTERS)  
to the REGISTRATION TABLE on the dates listed below.

☆ Registration forms will NOT be accepted prior to these dates: ☆

**KEY MEMBERS & FACULTY/STAFF**  
Saturday, April 6, 12— 2 pm

**STUDENTS**  
Saturday, April 13, 12 — 2 pm

\*Contact Melody Wnuk with questions: cell: 860.977.1529 or melody\_kinder@outlook.com

---

### RULES FOR EXHIBITORS:

- Only crafts taught at the Pottery may be exhibited. You may rent only one booth.
- Space availability is on a first-come, first-served basis.
- Exhibitors are expected to staff their tables at all times.
- To register, Members & Faculty /Staff must present a valid copy of a CT Department of Revenue Services Sales Tax Permit.
- Students who do not have their own Tax ID can use Wesleyan Potters' Sales Tax Permit. Students' sales tax must be paid in full at the end of the day. Further information will be provided at Registration.
- The Spring Sale is rain or shine. In the event of bad weather, all tables will be set up inside.
- Table set up is between 8-10 am. After setting up, you will need to park your car off-site.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

- I am a Key Member with a valid Sales Tax Permit. ID Number \_\_\_\_\_
- I am a Student with a valid Sales Tax Permit. ID Number \_\_\_\_\_
- I am a Student and do not have a Tax ID., so I will remit the appropriate sales tax to Wesleyan Potters at the end of the Sale on May 11th.

**SELECTION** Please check ONE table option. Spaces will be assigned during registration.

☆ Table sharing should be coordinated before Registration.

- Full 8' Space, \$55 fee (with table rental)
- Half Space, \$27.50 fee (with table rental)
- Full 8' Space, \$45 fee (bring own table)
- Half Space, \$22.50 fee (bring own table)

---

### To be completed by Spring Sale Committee:

GOOD WEATHER: Outside Space # \_\_\_\_\_ OR Inside Space # \_\_\_\_\_

BAD WEATHER: Inside Space # \_\_\_\_\_

## SPRING SALE CALCULATION SHEET for STUDENTS WITHOUT TAX ID

It is your responsibility to collect Connecticut Sales Tax on each item you sell at the Spring Sale and to submit this form with the sales tax you collected to Wesleyan Potters at the end of the Sale on May 11th.

When you sell an item, you can either include the sales tax in the price (this form tells you how to figure the tax you've collected) or you can add sales tax to the item price at the time of purchase.

If you receive checks from your customer, have them make the checks out to you.

### HOW TO FIGURE SALES TAX

#### If you included sales tax in the price of the item:

- A. My total sales \$ \_\_\_\_\_
- B. Multiply total sales by 94% (.94) \$ \_\_\_\_\_
- C. Multiply the amount on the Line B above by 6.35% (.0635) \$ \_\_\_\_\_

Line C is the tax you collected. Turn this amount into the office with this form.

#### If you added the sales tax at the time of sale:

- A. My total sales \$ \_\_\_\_\_
- B. Multiply total sales by 6.35% (.0635) \$ \_\_\_\_\_

Line B is the amount of tax you collected. Turn this amount into the office with this form.

**You may remit your sales tax in either cash or a check made out to Wesleyan Potters.**

Exhibitor \_\_\_\_\_  
(signature)