

CLAY ARTS GUILD SPRING SALE

Instructions and Conditions:

Create an inventory and email to Ann at saleforms@gmail.com.

Your inventory sheet will be printed up and be ready for you at check in. You should make your own copy for reference when you email in your original . Make sure you bring a (stamped) SASE when you check in.

Format for inventory is:

Your ID	Piece no.	Description	Price
SZQ	1	blue bowl	\$16
SZQ	2	brown vase	\$24

All participants must be CAE instructors or CAG members in good standing and enrolled in a clay arts class within the past year.

For this sale, you can enter up to 80 pots/sculptures. Sets labeled as such are considered 1 (one) piece.

You are required to bring a tray of finger food, please something a little more upscale than chips and (ready to serve) for Opening Night OR pay \$10 to cover the cost of purchasing food and/or beverages. Do not bring drinks as your contribution.

WORK SHIFTS:

- Fewer than 15 entries: Sign up for one shift
- Between 15-30 entries: Sign up for two shifts
- More than 30 entries: Sign up for three shifts

\$25 per shift will be deducted if this provision is not followed. (Instructors and honorary lifetime members are exempt from this requirement).

Tag each item with your labels/tags, which are in the library in an envelope with your name on it. Tag pieces exactly as shown below. Letters on tags **MUST** correspond with those on the inventory sheet.



If you are having trouble pricing, ask a veteran CAG member to help. The minimum price should be \$7 or greater. When pricing your work, use whole dollars only, please.

All sale participants, including instructors, must:

Deliver pieces to the studio on Thurs., April 29 between 11:00 and 8:00 pm (do not leave any pieces in the studio prior to delivery; they will become CAG Donations).

Collect your computer generated inventory and a SELF-ADDRESSED, STAMPED ENVELOPE.

Remember, potters are expected to make donations to the CAG each quarter, approximately 10% of your production, usually potters about three pieces and sculptors one.

Pick up unsold pieces at the studio at 5:00 PM on Sunday, April 2. No early pickup. These rules apply to all participants including instructors and honorary members. Everyone, excepting instructors and honorary members, must stay and help with cleanup. Pieces not claimed by 5:30 become CAG property. WE WILL NOT BE MOVING UNSOLD PIECES AND SAVING THEM FOR A LATER PICKUP..... so arrange to have someone else pick up your work and help with cleanup if you are not able to do so.

Work is entered at seller's own risk. Sellers will not be paid for broken or missing pieces.

I understand and agree to all the above conditions of sale:

Name: _____

Date: _____

TO BE FILLED OUT BY PERSON CHECKING YOU IN

_____ Current member	_____ Current member
_____ Appropriate work shifts	_____ Signed above
_____ Inventory Sheet typed	_____ Donations made
_____ Bring food to Opening Night or pay \$10 (checks payable to CAG)	