

CLAY ARTS GUILD SALE INSTRUCTIONS AND CONDITIONS

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

Your inventory sheet will be printed up and be ready for you at check-in. Make your own copy for reference when you email in your original. Bring a self-addressed stamped envelope (SASE) when you check in. You will sign a release form at 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 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.

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 will be located in the studio (probably center table in a file) prior to the sale. Tag pieces exactly as shown below. Numbers and code letters on tags **MUST** correspond with those in the database and on the inventory sheet.