

TORONTO POTTERS 2017 WINTER SALE APPLICATION INFORMATION

MEMBERSHIP APPLICATION DEADLINE JUNE 1

EARLY SALE APPLICATION DUE DATE JUNE 1



torontopotters

QUESTIONS? Contact Sale Committee: Shaun Kelly 416-421-5669 or shaun_kelly@rogers.com

LOCATION	TBG (Toronto Botanical Gardens) 777 Lawrence Ave. East, (Lawrence Ave. at Leslie St.) M3C 1P2 in the large Floral Hall www.torontobotanicalgarden.ca
SALE DATES	Thurs. Dec. 7 2:00pm- 8:00pm Fri. Dec. 8 8:00 am - 6:00 pm Sat. Dec. 9 10:00 am - 4:00 pm
DEADLINE	JUNE 1, 2017 Must be member of Toronto Potters and apply by JUNE 1, 2017 to benefit from lower Sale Fee
POTTERS SETUP	Wed. Dec.6 7:00-9:00 pm

Mail completed Sale + Membership Applications + payment to Deborah Johnston, 1251 Pharmacy Ave, Scarborough, ON M1R 2H8.
Applications are not accepted by email.

MEMBERSHIP REQUIREMENT: You must be a Toronto Potters member to participate in the Winter Sale. The annual Membership Application deadline is June 1, the same date as the Sale Application is due. Must be member of Toronto Potters and apply by JUNE 1, 2017 to benefit from Early Bird Sale Fee. PLEASE MAKE SEPARATE CHEQUES for MEMEBERSHIP and SALE APLICATION FEES.

Late Sale Application Fee (\$30 late fee + \$3.90 HST) will be accepted **June 2 to Sept 30** from members or when accompanied by a late Membership application + Fee. **Download Applications from www.torontopotters.com** (dropdown menu under ABOUT).

JUNE 1 ENTRY FEE & COMMISSION: Toronto Potters will take a commission of **20% on all sales. PLEASE MAKE CHEQUES PAYABLE TO TORONTO POTTERS.** No cheques will be deposited before Sept 23. Your entry fees cover rental costs for tables, tablecloths, pedestals, price tags, printed advertising, e-flyer files and social media posts, which are provided by Toronto Potters for members registered for the sale. **LATE SALE APPLICATION FEE applies JUNE 2 – SEPTEMBER 23, 2017.**

TABLE SIZES: Participants' work will be displayed on 8' X 2.5' rectangular tables. 3 Pedestals will be available on a first come basis for larger, sculptural pieces in a gallery area at the sale. Second 8'X2.5' tables may be ordered. **The fee for a second table or second pedestal must be paid for with a separate cheque. A single cheque for two tables or one table and a pedestal or more than one pedestal will be returned.**

FEES

\$115.00 + \$14.95 HST = \$129.95 per TABLE. **NEW! Discount on 2nd table fee!** \$55.00 + \$7.15 HST = \$62.15

\$45.00 + \$5.85 HST = \$50.85 per PEDESTAL for the gallery area of the sale. 2nd pedestal: Add \$45.00 + \$5.85 HST = \$50.85.

Late Application Sale Fees \$115.00 + \$30.00 late fee + \$18.85 HST = \$163.85 Late fee applies for first table /pedestal only.

PARKING and LOADING: FREE PARKING. Level load-in is available through the parking lot entrance.

WORK SHIFTS: All participants are required to work 3 or 4 shifts for each table or pedestal booked. Please indicate your availability for shifts **on the entry form**. Indicate **at least 4 possible jobs** and at least **6 possible work shifts** for scheduling.

PRE-PRINTED CODED PRICE TAGS: Toronto Potters assigns each applicant a SALE CODE and supplies pre-printed, coded price tags in November. Price tag stickers are printed with 2 price tags. Each of your pots should have only one pre-printed price tag on it, therefore, you will need to cut each price sticker in half. Pre-order 80, 160, 240 or up to 320 price stickers.

SALE E-FLYERS AND PRINT ADVERTISING: An e-flyer will be provided to all sale participants, as well as 10 bookmarks that advertise and provide details about the sale. If you would like more bookmarks, you can pick them up at the September or October meeting. Please share the e-flyer with anyone who can help advertise the sale, as well as on social media.

DISPLAY REQUIREMENTS/MAXIMUM DISPLAY HEIGHT: ALL WORK DISPLAYED MUST BE FOR SALE AT THE SALE. ALL DISPLAYS MUST BE SET ON TABLES SUPPLIED. HEIGHT LIMIT, INCLUDING PIECES, IS NO HIGHER THAN 3 FEET ABOVE THE TOP OF THE TABLE. Displays in islands of back to back tables may have solid backs; displays on tables parallel to gallery walls may have solid backs. Select SOLID BACK DISPLAY if applicable.



MAIL SALE APPLICATION FORM, MEMBERSHIP APPLICATION FORM and CHEQUE(S) to: Deborah Johnston, 1251 Pharmacy Ave, Scarborough, ON M1R 2H8

Please read WINTER SALE APPLICATION INFORMATION before completing ENTRY FORM

NAME: _____ SALE CODE _____ used for FUSION or guild sales Phone: _____

STREET: _____ CITY: _____ POSTAL CODE: _____

email: _____ website: _____ HST # (if applicable) _____

fb _____ twitter# _____ Instagram @ _____

I AM APPLYING FOR: Price Tags (number of pots you intend to bring): 80 ___ 160 ___ 240 ___ 320 ___

1st TABLE: 8' rectangle [] \$115.00 + \$14.95 HST = \$129.95 _____

2ND TABLE: 8' rectangle [] \$55.00 + \$7.15 HST = \$62.15 _____

1st PEDESTAL [] \$45.00 + \$5.85 HST = \$50.85 _____ + 2ND PEDESTAL [] \$45.00 + \$5.85 HST = \$50.85 _____

LATE SALE APPLICATION FEE: JUNE 2 – SEPT 23 for first table /pedestal only: ADD \$30 + \$3.90 HST = \$33.90 _____
 TOTAL _____

Please send a separate cheque to rent a 2nd table or pedestal and do a 2nd set of shifts with two tables/pedestals or a pedestal + table. The Sale Committee will try to accommodate your shift and job requests. Will you:

1. use a solid backed display? yes ___ no ___ 2. prefer shifts scheduled on one day yes ___ no ___ 3. need electricity yes ___ no ___

JOB PREFERENCES PRE- and POST-SALE SHIFTS limited: inquire before selecting	*POTTERS SET UP THEIR OWN WORK WED 7-9pm JOB PREFERENCES: SELECT 3 KINDS OF JOBS Distribute Bookmarks (Driving required) _____ THURS. NOV. 30 TBG Christmas Market Sale Table noon- 4:00pm ___ 4:00 -8:00pm ___ Store, Deliver and Return Table Cloths for Sale (Inquire before selecting) _____
SET-UP/ TAKE DOWN SHIFTS	SALE SET UP COMMITTEE Wed Dec 6 5 -7pm _____ (*POTTERS SET UP 7 - 9 pm) Clean Up Sat Dec 9 4 -6pm _____ Collect banner _____ Exhibition Set/Take down _____
SALE DAY STAFF SHIFTS	*Previous Toronto Potters experience required: WED 7-10pm & THURS 10-11am *Screening _____ *Previous experience and re-training during set-up Thurs is required: THURS-SAT *Cash _____ THURS-SAT: Floater Greeter Wrapper Demo Ballots

*POTTERS SET UP THEIR OWN WORK WED Dec 6th 7-9pm **SHIFT PREFERENCES: SELECT AT LEAST 6 WORK SHIFT OPTIONS:**

WED Dec 6	THURS Dec 7	FRI Dec 8	SAT Dec 9
___ 5:00-7:00pm Set up tablecloths Load in assist with potters' bins, etc. ___ 7:00-9:00pm Screening	___ 8:00 -10:00 am - Set up kitchen, cash, and other as required. Load in assist potters ___ 10:00 am – noon Screening ___ Noon -1:00 pm Decorating SALE OPENS THURS DEC 7th at 2:00 pm ___ 2:00 pm – 5:00 pm <u>Sale Staff</u> ___ 5:00 pm – 8:00 pm <u>Sale Staff</u>	<u>Sale Staff</u> ___ 8:00 am – noon ___ noon – 3:00 pm ___ 3:00 – 6:00 pm (Last shift: cleans, closes after 6:00pm.)	<u>Sale Staff</u> ___ 9:45 am – 1:00 pm ___ 1:00 pm – 4:00 pm Clean up ___ 4:00 pm – 6:00 pm Includes clean-up supplies, fold tablecloths, carry supplies to cars

TORONTO POTTERS SALE and CANCELLATION POLICY: Toronto Potters is not responsible for lost or stolen items.

Request for withdrawal: June 2 - Sept 23: Permitted with a full refund. **Sept. 24 - Nov. 25 withdrawal:** Written notifications via mail/email are required for refunds, less a \$25 administration fee. **After Nov 25 withdrawal:** No refunds are available and assigned shift responsibilities remain in effect.

I have read and understand the above and agree to abide by the instructions as set out in the attached Information Sheet as well as any instructions and guidelines set out in the Sale Package (to follow). I will conduct myself and carry out my duties in a professional manner. Failure to do so may result in exclusion from future sales. *Copyright: I give permission to Toronto Potters to utilize images of my work for publicity including, but not limited to, Toronto Potters publications.*

Signature: _____ Date: _____