



2018 Show & Sale Application

Send Application, Shift Selection & Payment to
Toronto Potters c/o Deborah Johnstor
1251 Pharmacy Ave, Scarborough, ON M1R 2H8

Please carefully read and review Show & Sale Information Sheet before filling out application.

NAME: _____ SALE CODE _____ (used for TORONTO POTTER/FUSION/Guild Sales) PHONE: _____

ADDRESS: _____ CITY: _____ POSTAL CODE: _____

EMAIL: _____ HST # (if applicable) _____ WEBSITE: _____

FACEBOOK: _____ INSTAGRAM: _____ TWITTER: _____

EARLY BIRD APPLICATION

DEADLINE JUNE 1st:

1 TABLE: \$ 130

2 TABLES: \$ 195

PEDESTAL: \$ 50

REGULAR APPLICATION:

DEADLINE September 30th:

1 TABLE: \$ 165

2 TABLES: \$ 230

PEDESTAL: \$ 55

All prices include HST. Limited number of pedestals available and are first come first serve.
You will be contacted if we are unable to fulfill requested selection.

TORONTO POTTERS SALE and CANCELLATION POLICY:

Toronto Potters is not responsible for lost or stolen items. A full refund will be issued for cancellations received and confirmed before September 23rd 2018. Partial refunds will be issued for cancellations received and confirmed before October 30th 2018 (less an administrative fee). No refunds are available after October 30th 2018 and participants are required to attend and work scheduled work shifts during the event.

I have read and understand the above and agree to abide by the instructions as set out in the Show & Sale 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: _____



2018 Show & Sale - Shift Selection

Send Application, Shift Selection & Payment to
Toronto Potters c/o Deborah Johnston
 1251 Pharmacy Ave, Scarborough, ON M1R 2H8

The Toronto Potters Sale Committee will try to accommodate your shift and job requests.

JOB PREFERENCES: PLEASE SELECT 3 KINDS of JOB OPTIONS

PRE and POST-SALE SHIFTS	Distribute Bookmarks (Driving required) <input type="checkbox"/> Store, Deliver and Return Table Cloths for Sale (Inquire before selecting) <input type="checkbox"/>
SET-UP/TAKE DOWN	Sale set up: <u>Wednesday</u> 5 -7pm <input type="checkbox"/> (*POTTERS SET UP 7 - 9 pm) Sale tear down & Clean up: Saturday Nov 10 th , 4 -6pm <input type="checkbox"/> Banner & Signage <input type="checkbox"/> Exhibition Area Set -Up/Take down <input type="checkbox"/>
SALE DAY STAFF	SCREENING <u>Wed 7-10pm & Thurs 10-12am</u> <input type="checkbox"/> *(Previous screening experience required) *Cash <input type="checkbox"/> (Previous retail sales experience preferred & all must attend training at 1:00 Thursday) Floater/Decor <input type="checkbox"/> Greeter <input type="checkbox"/> Wrapper <input type="checkbox"/> Demo <input type="checkbox"/> _Exhibition Ballots_ <input type="checkbox"/>

SHIFT PREFERENCES: PLEASE SELECT AT LEAST 6 WORK SHIFT OPTIONS

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<input type="checkbox"/> 5:00-7:00pm Committee sets up tablecloths, assists potters to load in, etc. <input type="checkbox"/> 7:00-9:00pm Screening	<input type="checkbox"/> 8:00 -10:00 am Set up kitchen, cash, and other as required. Load in / assist potters <input type="checkbox"/> 10:00am-12:00pm Screening <input type="checkbox"/> 12pm-1:00 pm Decorating SALE OPENS THURS NOV 8th 2:00pm <input type="checkbox"/> 2:00pm-5:00pm Sale Staff <input type="checkbox"/> 5:00pm-8:00pm Sale Staff	Sale Staff <input type="checkbox"/> 8:00am – 12:00pm <input type="checkbox"/> 12:00pm - 3:00pm <input type="checkbox"/> 3:00pm – 6:00pm <i>(Last shift: cleans, closes after 6:00pm.)</i>	Sale Staff <input type="checkbox"/> 9:45am – 1:00pm <input type="checkbox"/> 1:00pm – 4:00pm Clean up <input type="checkbox"/> 4:00pm – 6:00pm <i>Includes clean-up supplies, fold tablecloths, carry supplies to cars</i>