



## 2018 WINTER SHOW & SALE INFORMATION

### APPLICATION DEADLINES:

Early Bird - June 1<sup>st</sup>, 2018

Regular - September 30<sup>th</sup>, 2018

**All Sale Applicants must be a current Member in good standing.**  
Visit TorontoPotters.com to purchase or renew your membership.

### **Send Printed Sale Application, Shift Selection & Payment to:**

Toronto Potters c/o Deborah Johnston  
1251 Pharmacy Ave, Scarborough, ON M1R 2H8.

**Early Bird Application Deadline - June 1<sup>st</sup>, 2018**

**Regular Application Deadline -September 30<sup>th</sup>, 2018**

#### **EARLY BIRD APPLICATION FEE:**

2 Tables - \$ 195

1 Table - \$ 130

Pedestal- \$ 50

#### **REGULAR: APPLICATION FEE:**

2 Tables - \$ 230

1 Table - \$ 165

Pedestal- \$55

All fees include 13% HST. In the possibility of a shortage of available tables, members requesting two tables may be asked to reduce to one table and will be refunded the difference in the fee.

**EVENT LOCATION:** Toronto Botanical Gardens, 777 Lawrence Ave. East, (Lawrence Ave. at Leslie St.) Toronto, M3C 1P2

**PARKING and LOADING:** Free on site parking. Level load-in is available through the parking lot and main building entrance.

**DATE & TIMES:** *Load In:* Wednesday November 7<sup>th</sup> 7pm-9pm or Thursday November 8<sup>th</sup> 8am-10am

*Show & Sale:* Thursday November 8<sup>th</sup> 2:00pm- 8:00pm, Friday November 9<sup>th</sup> 10am-6pm, Saturday November 10<sup>th</sup> 10am-4pm.

**TABLE SIZES:** Tables are approximately 8' x2.5'. Pedestal tables are approximately 24" diameter. Base table coverings (grey or black) are provided.

**DISPLAY REQUIREMENTS:** All displays must be set on tables supplied. There is a height limit of **3 FEET** from the top of the table to top of highest item. Solid backed displays may be used on tables located against walls or for groups of back-to-back tables. Please request SOLID BACK DISPLAY on sale application.

**PRE-PRINTED CODED PRICE TAGS:** All participants will be assigned a unique sales code and will be provided with pre-printed price tags that are mandatory for use on all items brought to the sale. You can pre-order the amount of price tags required (80, 160, 240 or 320) and they can be picked up in person at the October meeting.

**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 3 possible jobs** and at least **6 possible work shifts** for scheduling.

**COMMISSION:** Toronto Potters takes a commission of 20% on all sales. Proceeds are used to cover event expenses.

**ADVERTISING:** A professionally designed printable digital e-flyer for advertizing via email and on social media will be available to share with your community, customers, friends and family. All participants are expected to promote and share event.

**ANY QUESTIONS?** Please Contact: Natalie Waddell -- Phone: 416-835-4634 or Email: info@claygirl.ca