

CLAY ARTS GUILD SALE
December 4-7, 2008

Instructions and Conditions:

ALL INVENTORY SHEETS MUST BE TYPED and can be downloaded off the CAG website: www.clayartsguild.com

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 as many pots/sculptures as you wish.

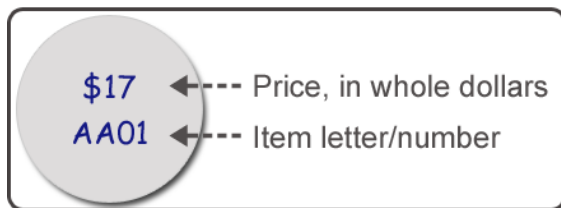
NEW: We are asking you to bring a tray of finger food (ready to serve) for Opening Night OR pay \$10 to cover the cost of purchasing food and/or beverages.

WORK SHIFTS:

- Fewer than 15 entries: Sign up for one shift work
- 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 Wed, December 6th between 11:00 and 8:00 pm (do not leave any pieces in the studio prior to delivery; they will become CAG Donations).
- Bring your original TYPED inventory sheet 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, December 7th. No early pickup. These rules apply to all participants including instructors and honorary members. Everyone 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.....

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) | |

Clay Arts Guild Sale Inventory

Name:		CHECK-IN BY:				
ID	√ IN	Description	Price	Receipt #	Sold Price	Out
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
Name			Sample Square Tag 		Donations made?	
Address						
Phone						

Page 2 Inventory Sheet

Name:			CHECK-IN BY:			
ID	√ IN	Description	Price	Receipt #	Sold Price	Out
01						
02						
03						
04						
05						
06						
07						
08						
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12						
13						
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28						
29						
30						
Name			Sample Square Tag 		Donations made?	
Address						
Phone						