

Inventory

- Inventories are **due on Sunday, April 28, 2024.**
- Seller provides own price tags and must contain item number and price that matches inventory.
- You can have as many of any one item number as you wish and do not need to submit total number of items that will be offered for sale.

\$10 and under bargain shelves

- We will set up shelves for items that you would like to sell for \$10 and under.
- You are responsible for retrieving all unsold items. Any items left on the shelves at the end of the sale will be considered donations to CAG.

Artist Check-in Friday May 3rd, 3-5pm or Saturday May 4th 8-8:30am

- The Dance Studio will be open on Friday afternoon from 3-5pm if you would like to drop off your boxes of pottery and get your table number and location. Spaces are assigned by lottery, you will pick a number that corresponds to a table location. If you cannot come Friday to pick your table location you can do so on Saturday from 8-8:30am.

Set up Saturday, May 4 8:00-9:45.

- There are classes in the studio on Friday, so we will not have access to the sale area until Saturday morning. You **MUST** arrive by 8:30am to set up your spot as we **MUST** be finished and have all the boxes cleared by 9:45. If you arrive too late you will not be able to be in the sale.
- Please bring a Self Addressed Stamped Envelope (SASE) so we can send you your check.
- Tables will be bare, so bring whatever you would like to use in your space.

During the sale

- Please arrive 5 minutes early for your work-shift to allow a smooth transition.
- Sales associates will be assisting customers, but if you see someone carrying items, please offer to put them on the hold table.

- You are not required to stay during the entire time of the sale, but history shows that if you are at your table to meet the customers and answer questions, you will likely sell more of your pieces.

Sale Set-up and Take-down

- When you arrive, you will draw a table number for your display, turn in your SASE and sign the Artist Agreement.
- The studio will be closed for the weekend so we can leave the sale set up on Saturday evening.
- Please bring a tablecloth, any shelves or blocks you would like to use. There are a limited number of CAG wood risers that are available for everyone's use.

After Sale

- Everyone is required to stay and help return the studio to the original condition so it is ready for classes on Monday morning.
- You will be mailed a check for your sales (minus 25% that goes to CAG scholarships) approximately 2 weeks after the sale.
- If your sales total \$600 or more a W-9 tax form will be required before your payment check will be issued.

Please contact me with any questions,

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