

Sale Check In and Out Procedures for Sales Participants

Wednesday and Thursday Timetable

Wednesday - the room will be open to Potters for check-in at 3:00 PM

- Table set up 1:00 – 3:00 PM (2 hours) – Set Up People Only
- Please do not bring pots before 3:00 PM.
- Check in Session 1 (3:00-5:00PM), Session 2 (5:00 – 7:00 PM)
- Organize your inventory in the order of your sheet (see detailed process below). Ask two members to confirm your inventory (one member must be a convener for 1st /2nd sale participants).
- You must check in two additional members by 5PM for Session 1 and 7PM for Session 2. The room will be open until 8PM for you to finalize your display. Alternatively, you may finalize your display on Thursday from 1 – 4:00 PM.

Thursday (Room will be open to Potters for check-in at 10:00 AM)

- Check-in Session 1 (10:00 AM-12:00 PM), Session 2 (1:00 – 3:00 PM)
 - Organize your inventory in the order of your sheet (see detailed process below), ask two members to confirm your inventory (one member must be a convener for 1st /2nd sale participants).
 - You must check in two additional members by 12:00PM for Session 1 and 3:00PM for Session 2. Sale begins Thursday at 5:00 PM to 9:00 PM.
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Check-in Process

- Have two copies of your inventory list; one for you and one for the guild.
 - Arrange your inventory in the order of the inventory list for easy checking.
 - Ensure your price and identification stickers (potter # in Green/Inventory # Black) are secure on each pot and easily visible. We recommend the stickers not be on bottom of pots. Ensure your total on your copy of sheet has been calculated.
 - Ask two members to check your pots against your inventory list. If this is your first or second sale, one of these members must be one of the conveners.
 - Once the inventory sheets have been checked, the two members sign the guild copy and place at the cash desk.
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Sales Hours and Checking in New Inventory

- **Friday** 10AM - 6PM Sale Hours
Check-in pots: 9AM – 10AM (1hr) Limit 50 pots per potter
- **Saturday** 10AM - 5PM Sale Hours
Check-in pots: 9AM – 10AM (1hr) Limit 50 pots per potter
- **Sunday** 10AM – 3PM Sale Hours
Check-in pots: 9AM – 10AM (1hr) Limit 50 pots per potter

3PM Check-out

All potters are asked to remain in the studio until the conveners have determined that the room is clear of customers.

Check-out Process

- Bring calculator and inventory list. Clipboard is useful as well.
- Arrange remaining inventory in order of list.
- On your inventory sheet, mark the number of remaining pots in the “Qt. Out” column, number of sold in “Qt. Sold” column and the dollar amount of each inventory number. Then calculate your sales on each inventory sheet. Calculate grand total.

In #	Qt In	Accepted	Qt Out	Sold	Price	Sold	Description of Item
1	10	10	4	6	\$10	\$60	Small Plate
2	5	5	2	3	\$50	\$150	bowl

- The guild copy will be handed back to you by the conveners.
 - Once you have completed your copy of inventory list, ask two members to complete the same information on the guild copy(s) of inventory.
 - The guild copy and your copy of inventory list **MUST MATCH**. You and the two members must sign the guild copy and submit at cash desk. The guild copy will be used for calculating your cheque. Please take your time and ensure it is accurate.
 - **You must check two other members out before you pack up your pots.**
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Clean Up - 1 hour

Those persons assigned for cleanup will ensure that all materials belonging to the guild are returned to the studio/storage and that the room is left in good order.