

THE LONDON POTTERS GUILD 2018 FALL SHOW AND SALE

Changes, Updates and Important Reminders

1. Dates and times

- sale: **Saturday November 17 (9:30 am to 8 pm) and Sunday November 18 (9:30 am to 4 pm)**
- individual display setup: Friday November 16 from 7:30 to 9:30 pm, everyone must be out by 10 pm
- if more setup time is required, you must come back Saturday from 8:00 to 9:00 am
- mandatory meeting November 16 at approximately 8 pm

2. Deadlines

- early application deadline: October 15
- late application deadline: October 26
- withdrawal (with refund) or change deadline: October 31

3. Shifts

- signup instructions will be sent out to all participants after the application deadline has passed
- signup will begin approximately on Nov 5 at 9 am for out-of-towners and Nov 6 at 9 am for everyone else
- if you withdraw from the sale after the shift sign-up period has ended, you (or your replacement) will be required to work your shifts as scheduled (see section 15b)

4. **Eligibility – NEW!**

- change in eligibility requirements: please see section 1

5. **Fees**

- change in fees as of Spring 2018: please see section 6a

6. **Emerging Artists**

- definition and requirements change: please see section 6e

7. **Pricing**

- all pricing must follow the minimum price list included with the contract, no exceptions
- all tags must display the participant number followed by the first 3 letters of the last name in the top right corner (see section 12)
- no inventory numbers should be included on your price tags
- please follow the same guidelines to print your own or request additional stickers from the sale committee at a cost of \$1 per 100 stickers; handwritten price tags are not allowed

8. **Postcards**

- postcards will be available at the LCAC in October and continuing until the sale (or when we run out)
- each participant is responsible for handing out a minimum of 50 postcards each to locations in London and/or surrounding areas

9. **Quality Control**

- all pieces will be checked on by members of the quality committee to ensure they conform to standards
- any pieces deemed not acceptable for sale will be marked and cannot be offered for sale until it has been fixed and rechecked
- **any new pieces brought after Friday must be checked before being offered for sale**
- any mixed media pieces must be approved by the quality committee even if you have previously been juried into the sale (see section 3)
- all glazes and under/overglazes used on functional ware should be free of heavy metals, including barium, cadmium, chromium and lead

10. **Display**

- tablecloths must reach to within 1” of the floor and cover all 4 sides – we shouldn’t be able to see under your table from any side

11. **Door Prizes**

- all participants, including emerging artists, must pay a \$5 donation towards door prize gift basket(s) (see section 17)

THE LONDON POTTERS GUILD 2018 FALL SHOW AND SALE

Saturday November 17 and Sunday November 18, 2018

Thames Valley District School Board Education Centre
1250 Dundas Street, London, Ontario

CONDITIONS OF ENTRY

****Please read and retain a copy for your reference. By submitting this application you agree to abide by these terms and conditions. Non-compliance will result in non-participation in the next sale.*

ELIGIBILITY:

1. General

- participants must be an LPG member in good standing for a minimum of 1 year prior to participating in a sale
- **NEW!** new participants (both EAs and regular participants) must work a shift at the previous sale to familiarize themselves with sale operations
- all entries are at the discretion of the sale committee

2. Jurying

- new potters entering the sale must be juried in to the sale as soon as possible after submitting the application
- jurying will take place prior to the sale (arranged with a member of the sale committee); please bring several pieces indicative of what you wish to sell
- if you are an out-of-town member, high quality photos representing your work must be submitted **no later than October 20, 2018**

3. Limitations

- all work must be done by the artist (no commercial tiles or pottery)
- all work must be ceramic, no work in other media is allowed
- mixed media pieces must contain at least 85% ceramic content
- all mixed media pieces must be checked and approved by the jury committee **even if you/your work has previously been juried into the sale**
- slipcast ware must be from molds that are not commercially available, i.e. the mold is an original created by you or is a modified commercial mold
- **NEW!** there may be photography of yourself or your pottery/displays taken at the sale, either by members of the LPG, media outlets or the general public

4. Quality

- no seconds allowed
- no sharp edges, rough bottoms, cracks, etc.
- glaze defects such as crawling, crazing and pinholing are acceptable only if the piece is decorative and must be marked as such
- raku and smoke pieces must be cleaned and marked as decorative use only
- all glazes, under/overglazes or slips used on functional ware should be free of heavy metals (including but not limited to barium, cadmium, chromium and lead) – please check to ensure your pieces do not have these metals
- all work will be checked by quality control on Saturday and Sunday morning before the sale opens
- unacceptable pieces will be placed under tables and marked with red dot stickers – any piece with a red sticker cannot be put out for sale

SALE DISPLAY SET-UP

5. Set-up/restocking

- set up for the show is Friday November 16 from 7:30 to 9:30 pm
- tables will be arranged by the sale committee before 7:30 pm
- after the tables are ready you will be allowed in to the gym to begin setting up your personal space
- everyone must be out of the gym by 10 pm, no exceptions
- if you are not done setting up by 10 pm, you must come back on Saturday morning between 8:00 and 9:00 am
- restocking/rearrangement time is available one hour before and after the sale on Saturday, and one hour before the sale on Sunday

6. Spaces

a) Fees

- each participant number is considered a single entry
- entry fee if application is submitted by October 18 is \$30
- entry fee if application is submitted between October 18 and October 30 is \$50
- no entry fees for emerging artists

b) Electricity

- limited hydro access is available – you must request access on the application page
- bring an extension cord and/or a power bar
- consider using battery-operated lights

c) Sizes

- single spaces are 15 sq. ft (6 ft x 2½' ft)
- double spaces are 30 sq. ft. (two 6 ft x 2½' ft)
- half spaces (shared with another potter, please specify who if possible) are available
- a third table may be available depending on the number of participants and at the discretion of the sale committee

d) Tables/Displays

- tables provided by the LPG are \$10 each
- if you are bringing your own display surfaces, they must fit within the space guidelines in section 6c and within the height restriction in section 8
- all displays must have a way to store extra stock hidden from general view
- all displays must be sturdy and hard to knock over
- all tables must be made of sturdy plastic or wood

e) Emerging artists

- defined as someone who has never sold or displayed their pieces in a sale/gallery/exhibition; literally someone who is new to pottery (subject to sale committee discretion)
- no entry fees, must pay \$5 for door prize contribution
- requires approximately 10-15 pieces, depending on size
- allotted table space depends on number of emerging artists
- tablecloths not provided

f) General notes

- location requests will be ignored
- displays should look reasonably full at all times during the sale; choose the size for the amount of stock available
- no more than 20% of the display should be decorative

7. Table cloths

- table coverings are to be supplied by participants
- table coverings must be a plain, ironed, **cloth**, (no plastic!) that extends to the floor and completely covers **all four sides of the table**
- if your cloth does not reach the floor you will be required to adjust it
- please try to ensure that any corners are tucked or pinned up to prevent trip hazards

8. Displays

- maximum height of entire display is 1 metre above the table, or 2 metres from the ground
- **this height restriction will be enforced; any displays exceeding 2 metres must be changed before the sale opens on Saturday**
- all display surfaces must be attractive from all sides
- all pottery must be on the table top or display surface; no pieces should be placed on the floor
- racks and display surfaces are permitted on the floor only if you have requested a freestanding space
- all display surfaces must be sturdy and secured against collapsing or falling over
- no materials to secure your display will be provided

9. Plant material

- real or dried plant material only
- any flowers/greenery used for embellishment should be clearly indicated as to whether it is included with the piece or is not for sale
- make sure that both potted plants and vases have enough water to keep everything from wilting

10. Props

- all props (utensils, stands, flowers/plants, wool) should be marked as to whether they are included or Not For Sale: NFS
- it is recommended that utensils are attached in a secure manner if they are to be included
- **any items used for display that are not for sale are brought at your own risk – although we make every attempt to check if props are included with the piece, we cannot guarantee that they will not be sold**

11. Extra instructions

- raku, smoke ware, pieces with melted glass or glaze defects, and non-food safe glazes must be labelled as decorative use only and not for food
- extra instructions, information or recipes are welcome

12. Signage

- you will be provided with a small cardstock sign showing your name and participant number, this must be displayed at your table
- you may also use additional signs of your own such as descriptions or instructions
- you are also encouraged to have business cards and Artist's Bios on display

13. Price tags/stickers

- each piece must have a secure **printed** price tag; no handwriting
- each price tag should include the participant number and the first 3 letters of your last name (with or without a dash in between) in the top left corner (see below)
- participant numbers are assigned by the guild; if you do not have a participant number we will make sure you are assigned one and are informed of your number
- all prices in whole dollars; all prices will be charged to the lowest whole dollar at the register
- price placed in bottom right corner; (see below)
- clearly show the “zero cents” using either “X.00”, “X.00” or “X-“
- all prices must follow the minimum price guidelines, no exceptions
- no inventory numbers should be included on the price sticker
- clearly mark sets; each piece should have a sticker saying it is part of a set, and the piece with the price tag should indicate the number of pieces in the set; tie together if possible

Example:



PARTICIPANT DUTIES

14. Advertisement

- each participant must deliver at least 50 postcards to self-assigned locations such as galleries, community and arts organizations, libraries or restaurants
- please put your name and location on the list when you pick up your postcards to prevent overlap
- **if your location has already gotten postcards please choose another**
- if you live out of town, you may request a bundle mailed to you for distribution (within reason)
- postcards should be distributed no later than November 1
- postcards will be available at the LCAC starting in October; there will also be a limited number of 8x10 flyers available for store windows
- check your locations 1-2 weeks before the sale and bring them more postcards if necessary
- postcards will also be available to hand out to personal contacts and additional locations
- there will be a low-resolution image version of the postcard for e-mailing to electronic contacts, posting on Facebook etc.

15. Sale Shifts

a) Sign-up

- sign-up will open on Monday November 5 (subject to change) for out-of-town members (those outside of the area defined by Veteran's Parkway, the 401/402, Westdel Bourne and Medway Rd)
- sign-up will be open to all participants on Tuesday November 6 (subject to change)
- requests sent before November 5 will be ignored
- sign-up request will be by e-mail or phone, details to follow
- shifts will be filled on a first-come, first-serve basis – please note you may not get the exact shift you want as scheduling is based on availability
- requests must be submitted by Monday November 12 or your shifts will be assigned for you
- two shifts required per participant number

b) Shift requirements

- if you are working the first shift on Saturday (not including quality control) or Sunday please arrive at 9 am
- otherwise, you must arrive at least 15 minutes prior to the scheduled start time of your shift
- you must wear a name tag and red apron at all times during your shift
- if you are unable to work your shift, you can send a replacement to fill in for you – please note that all requirements/restrictions/penalties will apply to them or you
- if you withdraw from the sale after October 31, you (or your replacement) must still work your shift as scheduled

c) Penalties

- arriving late or leaving early will result in a \$50 fine per infraction
- repeated infractions may result in being barred from future sale(s), at the discretion of the sale committee

16. Pre-sale Meeting

- all participants must attend a short meeting at approximately 8 pm on Friday November 16
- at this time we will discuss shift duties, as well as other important information for all participants

17. Door Prize

- **NEW!** each participant (including emerging artists) must pay a \$5 fee towards the door prize basket(s)
- the door prize basket(s) will contain pottery items purchased from sale participants, with the possible addition of gift certificates from the LPG
- the basket(s) replace the individual door prizes previously donated by each participant

18. Food

- no open food allowed
- wrapped food is acceptable provided it is in its original unopened packaging

19. Liability

- the LPG is insured for public liability
- we are not responsible for any lost or damaged pieces or props
- all items for sale are the responsibility of the participant
- tallies from the cash registers are final and the artist will be paid according to that record

ENTRY FEES AND COMMISSIONS

- entry fees must accompany this application
- each separate participant number is considered an entry
- \$30 entry fee per participant if application is submitted on or before October 15
- \$50 entry per participant if application is submitted between October 16 and October 26
- \$5 door prize fee (all participants)
- tables provided by the LPG are an extra \$10 each
- there are no entry fees to be a part of an Emerging Artists' table
- price stickers are available at a cost of \$1 per sheet of 100 stickers
- the LPG will receive a commission of 20% on all sales
- cheques will be issued after the sale and will be available at the LCAC by default; if you wish to have it mailed please check the appropriate box on the application page
- applications and fees must be received by
- **ENTRIES AFTER OCTOBER 30 WILL NOT BE ACCEPTED, no exceptions**
- applications are not complete until both the signed application page and payment has been received – please note that if they are submitted at different times, the latest date will determine the entry fee
- fill out and sign the application page provided (can be submitted by e-mail to the address below)
- payments can be made
 - at the LCAC (cheque, cash, debit, credit) or by phone to Cheryl 519-434-1664
 - by mail (cheque payable to the London Potters Guild) sent to:
London Potters Guild
664 Dundas St. E
London ON N

Questions?

Please contact the sale committee at lpg.pottersale@gmail.com

Withdrawal/Changes:

- please contact the sale committee to communicate changes
- refunds due to withdrawal or downsizing will be available if requested by October 31
- if you wish to increase your space (maximum size of 2 tables) and need us to provide a table, the extra table fee must be paid by October 31

Minimum Prices to be Charged for Items for Sale & Store

Note 1. These are suggested minimum prices for relatively plain pieces, more elaborate/decorated pieces should have a higher price tag.

Note 2. If you don't think your pieces are worth the minimum prices indicated below, maybe you aren't ready to sell at the sale or in the store.

Note 3. No seconds are allowed, all pots must be juried into the store and may be rejected for any number of reasons

Item	Size H x W or D (finished)	Suggested minimum price
Mug	7x7cm (3in x 3 in.)	\$18
Mug	9 x 8 cm (4 x 3 ¼ in.)	\$20
Beer Stein	11 x 9 cm (5 x 3 ½ in)	\$25
Tumbler (no handles)		\$20
Espresso cup		\$14
Small bowls	4H x 7 cm D (2 ½ -3 in.)	\$10
Small-Medium bowls	7 x 15 cm D (3 x 6 in.)	\$15
Small noodle/rice bowls w chopsticks	7 x 14 cm D (3 x 6 in.)	\$20
Medium bowls	15cm x 15 cm (6 x6 in.)	\$22
Large shallow bowls	8 x 32 cm D (4 x 15 in)	\$26
Large deep bowls	15 x 32 cm D (6 x 15 in)	
Butter dishes (round)		\$30
Butter dishes (French)		\$30
Butter dishes (square/rectangular)		\$30
Honey pots	10 x 10 cm	\$25
Small garlic pot	10 x 7 cm	\$25
Large garlic pot	15 x 15 cm	\$25
Small vase	6cm H (2 ½ in. H)	\$10
Medium vase	15 cm H (6 in H)	\$14
Large vase	25 cm plus H (10 in. H)	
Small tray	7 x7 cm (3 x3 in.)	\$8
Medium tray	11 x 22 cm (4 ½ x 9 in)	\$20
Large tray/platter	22 x 30 cm or more (9 x 12 in)	\$35
Small open casserole/baking dish		\$20
Med open casserole/baking dish		\$25
Large open casserole/baking dish		\$35
Small covered casserole/baking dish		\$25
Med. covered casserole/baking dish		\$35
Large covered casserole/baking dish		\$45
Lantern		\$25
Flower pot – small w saucer		\$10
Flower pot -medium w saucer		\$15
Flower pot – large w saucer		\$25
Flower pot with plant (add \$5-10)		\$15-40
Spoon rests		\$8
Christmas ornaments flat		\$3
Fruit bowls small-med with saucer		\$ 25
teapots		\$60

