

***Canberra Potters'
Society Inc.***

POTTERY FAIR HANDBOOK

ISSUE 5

Abbreviations/terms used in this handbook:

CPS - Canberra Potters' Society Inc.
the Society - Canberra Potters' Society Inc.
WAC - Watson Arts Centre
the Centre - WAC
the shop - 'potters place - creations in clay'

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Issue 1 - December 2001 Issue 2 - July 2004
Issue 3 - February 2006 Issue 4 – September 2009
Issue 5 – May 2014

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PART 1 - GENERAL INFORMATION

INTRODUCTION

This handbook has been prepared to help you participate in the Society's pottery fairs. We want you to enjoy selling your work - to this end we hope that the information included here will answer any questions you might have about pottery fair procedures. Remember, though, that if you have any concerns or questions, the Program Manager will always be happy to discuss these with you.

MEMBERSHIP

Participants in Society pottery fairs must be current financial members of the Society. Members with family membership are normally entitled to only one display space in a fair although this might be negotiable depending upon the number of sale participants.

STANDARDS

A standards panel may check items for sale to ensure that minimum standards are met. A list of standards and recommendations is included at the end of this handbook. If you are unsure about any of your items please feel free to contact the Program Manager who can arrange for a review of your work. Standards panels are selected from fair participants once participants for a fair have notified their participation; prior to this a standards panel can be convened from CPS staff.

Before you can participate for the first time your work will be reviewed but it's a friendly process and nothing to get worked up about.

FAIR DATES

Two pottery fairs are generally held each year in the Watson Arts Centre gallery in May or June (autumn or winter fair) and December (Christmas gift fair). Dates are notified in the Society's newsletter with prospective participants expected to notify the office of their interest, usually by phone or email.

DROP-OFF & COLLECTION

Fair participants are expected to drop-off, set-up and collect their work during the times specified for each fair.

FEES & COMMISSION

There is a \$15 (inc GST) fee to participate in a fair. The Society retains 22% commission on all sales. This helps cover sale expenses, eg tissue/wrapping paper, eftpos costs, advertising, etc. If your prices

include GST (see 'Pricing' below), commission is deducted from your sale price less GST provided that you notify us that you are registered for GST.

PRICING

Your prices should include the 22% commission that will be retained by the Society. If you are registered for GST, this should also be included in your prices. (You are responsible for payment of GST from sold items to the Australian Tax Office.) If you are not registered for GST you must not include it in your prices. **Please price in whole dollars (ie no cents) as this reduces the need for change in the cash float.**

LABELLING

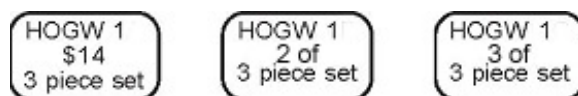
We operate a centralised payment system in the *potters place* shop. Each item must have a label showing the price, a unique maker code and an item number. To ensure uniqueness, the office allocates maker codes.



Please ensure that the maker code, number and price are clearly written. Please also ensure that your label price matches the price supplied on your consignment list (see next page).

potters place members will be allocated codes that are different from their shop maker codes as it is necessary to distinguish between shop and fair sales. (A different coloured sticky label is also useful.)

Items that are part of a set should be labelled as such, eg in this example, the item number 1 refers to the set. Note that only the first label includes the price.



If you have more than one item at the same price (eg ten blue mugs at \$15 each), they may all be labelled with the same number, eg ADV 1 \$15. On your consignment sheet you should specify the total number of items of each number.

Labels are removed from items at the time of sale so please use removable stickers. Removing stickers from gift boxes and plastic bags can be difficult so, if using these, please remember to put a piece of sticky tape under the sticky label. This makes removing the label much easier.

Please label porous pots as such, eg raku or pit-fired, also items not suitable for food use, non-microwaveable, etc.

Note that if an item has more than one label with conflicting prices, it will be sold at the lower price.

The labels removed from your work at time of sale are used as a back-up to the details put through the computerised cash register system in the shop. It is therefore in your own interests to ensure that all your labels are correct and legible.

INVOICES/CONSIGNMENT LISTS

You must provide a consignment list itemising all work supplied. If you use email then a blank spreadsheet will be emailed to you to fill in and return by a specified date. If you do not use email then your consignment list should be brought along at set-up (or earlier) and should:

- include the date and your name,
- show your ABN if you have one
- indicate if your prices include GST (GST should only be included if you are registered for GST)
- show your allocated maker code, and
- list each item with its item number, a brief description, the quantity of this particular item that you are supplying and the price.

Emailed consignment lists are preferred as each item has to be entered into the shop cash register system by the Program Manager and electronic data makes this easier and faster. If you cannot use the email system then your work will be entered from your printed or hand-written consignment list.

It is in your own interests to keep a copy of your consignment list.

The fairs work on an honour system - no-one checks off your work against your consignment list, either at set-up or take-down.

RE-STOCKING

Additional stock may be brought in, or sold items re-stocked, after the fair has opened. The new work must be notified to the office either on a printed/handwritten consignment list or via an electronic spreadsheet.

The cash register system on the shop computer has a default stock item for each participant in a fair that can be used for selling any new stock that has not been entered into the computer at the time of sale.

'HOBBY' STATUS

If you do not have an ABN then we need confirmation of your 'hobby' status. If this is not already held on file then you can either indicate this status on the spreadsheet that is emailed to you or you can specify on

your consignment list that 'supply is made in the course of an activity that is a private recreational pursuit or hobby'.

PAYMENT TO PARTICIPANTS

Payment for sold items is made by direct deposit to your bank account after the sale accounts have been finalised so you will need to supply us with your bank account details (BSB, account name and account number).

If you are a regular fair participant and you change your bank account, please remember to notify the office of the new details.

INSURANCE

Insurance against damage, breakage, loss, etc. is the responsibility of fair participants. The Society will not re-imburse participants for stolen items, or damaged/broken items (with the exception of 'breakages' below).

BREAKAGES

The Society does not pay for items broken during a sale, with the exception of items broken whilst being wrapped. If this happens while you are wrapping an item, the item's sticker should be stuck onto the day's sales sheet in the shop and marked 'broken during wrapping'.

If the same type of item constantly breaks whilst being wrapped, eg fragile decorations, they will be removed from sale.

GALLERY DUTY

It is a condition of participation that all fair participants take their turn on gallery duty. The number of duties that each person must do depends on the total number of participants and the length of the fair. For some days, eg weekends, it is preferable that there be two people on duty at any one time.

Duty shifts are usually 10am - 1pm, 1pm - 4pm or, if there's just one duty shift during the day, 11am - 2pm or 11.30am to 2.30pm but all times are subject to change if opening hours are altered. There is an additional shift of 4pm - 7pm on those Fridays when opening hours are extended to 7pm (generally the Christmas Fair). You will be asked for your shift availability before each fair. Every attempt is made to accommodate participants' preferences but flexibility (eg providing a number of alternative shifts when you are available) is appreciated.

PUBLICITY

The Society organises print advertising as appropriate, makes use of various web sites for listing information, sends out a media release and has printed and electronic marketing cards. It is in your interests to help

publicise a fair by distributing marketing cards, which are available from the Society prior to each fair.

Participants agree that CPS may photograph, film, copy and distribute images of their works, or give permission for third parties to do so, for the purpose of promoting the fair, Watson Arts Centre, the Society and its activities and events.

PART 2 – FAIR SET-UP/TAKE-DOWN

DISPLAY AREAS

Generally each participant has their own display area where they are expected to set up their own display. The Program Manager allocates spaces prior to set-up.

The aim is not to have the gallery looking like a jumble sale but to have the display reflect the high quality of the work for sale.

PLINTHS

The use of plinths for displaying work is preferred but is not always possible if there are a large number of participants. Some participants prefer to set up on their own table or request one of the Society's tables. Plinth sizes vary and an attempt is made to allocate plinths appropriate to your work and, as a general rule, with roughly equal space to all participants. In the interests of the overall look of a sale, the mixing of tables and plinths by a single participant is not recommended.

Plinths may *not* be painted another colour.

TABLES

The Society has a limited number of trestle tables but participants can bring in their own tables. The Society's tables are available for use but are limited to 1 table per participant. The Program Manager needs to be notified in advance if you require a table. They are allocated on a 'first come first served' basis so the availability of a table cannot be guaranteed.

TABLE COVERINGS

To maintain a co-ordinated, tidy look, table coverings are expected to reach down to the floor on all sides of a table visible to customers. Cloths should preferably be white (calico is acceptable).

WALLS

There are limitations as to what can be fixed to the walls of the gallery. If you have items that you wish to hang, either using the gallery tracking system or fixing in some other way, please discuss with the Program Manager *prior* to hanging. Our normal gallery restrictions and conditions apply during pottery fairs.

NOTICES

No commercial signs are to be used in your display. However, if you have them, business cards can be displayed for customers to take for future reference.

ELECTRIC POWER

There are a few power outlets in the gallery. Should you require access to one of these outlets, please give notification in advance of set-up.

Power and extension cables should be kept as inconspicuous as possible, and should definitely not pose a hazard to customers/visitors, fair participants or *pottery place* sales staff. **Do not** tape cables to the floor as the paint lifts when tape is removed.

TAKE-DOWN

Sales close on the last day at 4pm or as otherwise advertised, at which time the fair is dismantled and the gallery cleaned and tidied ready for the next exhibition. A second take-down time is generally arranged for the following morning for participants unable to come in on the closing day.

Participants are responsible for dismantling their own displays. Please do not start dismantling before the advertised closing time and preferably not before all customers have left the gallery.

If the Christmas fair closing is on Christmas eve, there is a second take-down session after Christmas for those participants unable to take-down on Christmas eve. The date is notified to participants with the other fair information.

It is recommended that as you pack unsold pots you check them off against your copy of your consignment note.

MAKING GOOD DAMAGE

Any damage to walls, floor, plinths, etc. must be made good immediately by the participant responsible for the damage.

Only the specified paints are to be used on plinths, walls, etc if painting is necessary when making good damage (see the Program Manager). Any filler used to make good damage must be properly sanded back prior to painting. Cleaning materials are kept in the kitchen off the foyer.

CLEANING

All fair participants are expected to help in ensuring that the gallery and foyer are left in a clean and tidy state ready for the next exhibition.

The Society does not pay a cleaner to clean the gallery nor is it the sole responsibility of the Program Manager to clean the gallery after a fair.

Rubbish should be placed in the skip in the front car park.

PART 3 - DAILY PROCEDURES

GENERAL INFORMATION

A folder with details of procedures, the roster and other general information is kept on the wrapping table during a fair. Please make sure that you read through this when you arrive for your shift, even if you are a regular participant - there may be new or changed information.

OPENING

The staff member on duty in the shop will disarm alarms and open the Centre and gallery at the start of the day. If you are on duty you can assist by turning on the lights, opening the blinds and opening the doors to the verandah if appropriate. The two air conditioning/heating units can be turned on as necessary (the remote control should be kept on the wrapping table during the fair). Unless it's particularly cold it's usually only necessary to have one unit on.

SALE TRANSACTIONS

Sales are transacted in the shop as it has a cash float, eftpos facilities and a computerised cash register system. There is no float kept in the gallery. When on gallery duty you are expected to wrap purchases after removing price labels and accompany the customer to the shop with the price labels and purchases so that the sale can be finalised. Should you be asked, we accept Mastercard, Visa and American Express cards as well as debit cards.

CLOSING

- The person on duty in the shop is responsible for locking the gallery door and arming the alarm system. If you are on duty at closing time you can assist by closing outside doors and blinds, turning off lights (including any display lamps) and air conditioners/heaters, etc.

SHIFTS

The Centre opens at 10am by which time the person on shop duty should have opened up. If you arrive and the shop person is not present you will need to wait for their arrival before you can get into the gallery. If the worst happens and the shop person doesn't arrive, please phone the Program Manager.

If there is a shift changeover at 1pm and you are the only sale participant in the gallery and it is busy, please don't leave before the next person arrives, unless the shop person is happy to cover the gallery for you. They are under no obligation to do so.

SECURITY

Be security-minded and remain aware of who is about. Personal valuables (bags, etc.) should not be left in the gallery but can be locked in the shop storeroom.

At no time should both the shop and gallery be left unattended without the doors being locked and a 'back in 5 minutes' sign clearly visible.

STANDARDS & RECOMMENDATIONS

- Items must be clear of cracks and kiln wash.
- The bottom of items must be smooth (so as not to mark furniture).
- Handles and knobs must be properly attached and free from rough edges.
- Food surfaces must be free of pinholes, craters and crazing as these can provide places for bacterial growth.
- Lids should fit so that no food is exposed; they should be neither too tight nor too loose.
- Pots designed to pour should do so without excessive dripping.
- Lead should preferably not be used in glazes on food surfaces.
- The use of lustres and barium in glazes used on food surfaces is not recommended in case of leaching.
- Commercially produced greenware and bisqueware are not allowed.
- Commercial tiles are not allowed.

