

San Joaquin Potter Guild Member Information  
**Spring Sale 2012**

Saturday, May 12, 10am-5pm  
Carnegie Arts Center  
250 North Broadway, Turlock CA

**The San Joaquin Potters Guild is planning a one-day spring sale** to be held in Turlock at the Carnegie Arts Center. This outdoor event is being planned for Saturday, May 12, 10am-5pm. In order to assure the expenses to the guild remain low, the participating members will be sharing all the costs of renting the space and paying for the insurance. A **minimum of 16 participants** will need to register by February 24 in order for the committee to go ahead with the application process with the Carnegie.

This event will be held in the **courtyard, surrounding grounds and parking lot** of the Carnegie Arts Center. Because it is an **outdoor event**, each artist will need to bring his/her own sun protection.

Member **dues must be current** at the time of registration.

The **cost for a space** for this one-day event is \$50.

A **limited number of tables** will be available at no cost on a first come, first served basis.

The San Joaquin Potters Guild will obtain a **group seller's permit** and collect and submit all sales tax.

The guild will retain a **20% commission** on all sales.

Artists will be given **receipt books** to use for all sales during the event, with instructions on the process.

All art will be paid for at a **central checkout station**. Cash, check, Visa and MasterCard will be accepted.

Artists will be responsible for **wrapping and bagging** their own work. Each participant must bring the appropriate supplies.

All booths will be **set-up and ready** for the public by 9:45 am.

All artists must **stay until the close** of the event at 5pm and assist with **cleanup**.

**All members who are in the sale, and who have not signed up with Don Hall to give demonstrations, will be expected to share sales table assignments as needed on the day of the event.** Each member is encouraged to bring someone who can stay at his/her booth or table and sell the artwork while the member works a shift at the sales table. Or members should make arrangements with other participants to set up their booths next to each other, and to look after each other's sales and wrapping while the member works at the sales table.

**Assistance from non-participating members is encouraged and will be greatly appreciated.**

**If, for any reason, the San Joaquin Potters Guild is unable to hold this event, you will be notified in a timely manner and your entire registration amount will be refunded.**