

Sales information for Nanaimo Pottery Co-op

The Nanaimo Pottery Co-operative presently holds two sales during the calendar year: a spring sale on the second Saturday of May, and a fall sale in early November in conjunction with the Nanaimo Professional Crafters. This fall sale runs for three days: Friday noon until 8, Saturday 10 am to 5 pm, and Sunday 10 am to 4 pm.

We take possession of the room on the day of the sale at 8 am, where there is a 4-5 person set-up crew who puts out the tables, assigns location for all the potters taking part, puts out the table skirts and sets up all auxiliary tables and chairs as required, including the cash table. The table skirts are pale cream coloured, and surround the table with plastic clips. The potter is responsible for whatever covering and lighting they want on the top of the table. Displays can be started by 9:00 am.

In order to sell at a sale, potters must have been members in good standing for six months and must attend the two meetings immediately prior to the sale date. However, the board has the ability to waive the six month ruling if circumstances deem it appropriate. If the members are not able to attend the two preceding meetings, they must notify the board in writing as to why they cannot attend.

At each of the two required meetings, there will be a sign-up sheet for those who want to take part, and payment is required before the sale. A full table costs \$20, and a half-table costs \$10. These prices are reviewed prior to each sale, so may change in the future. If on the day of the sale, member is unable to attend, and has failed to notify the sales committee, the booking fee will not be refunded.

Members are expected to set up the table in what ever "group theme" members have decided. A table of approx. 2.5 x 8 is provided with a cloth skirt to cover table legs and surround. The table top is the members' responsibility. On the sign up sheet there is a place to add any location preferences.

If members are unsure of their pricing, they are welcome to bring a couple of pieces to the meeting immediately prior to the sale. There is a committee of 3-4 members who will each give their opinions of an appropriate price range.

All members of the Co-op are assigned a membership number, which is kept until a member resigns from the Co-op. **When pricing your pieces, we ask that you use a small rectangular sticker approximately ½ x ¾ Inch. Every item must have one sales sticker. Please make sure it stays on the piece. The member number goes on the top left corner of the sticker in red ink, and the price goes on the bottom right in blue or black.** Please price in 50 cent or full dollar increments. Examples for acceptable pricing practices: \$9.50; \$12; \$75.50; etc. Unacceptable pricing practices: \$9.99; \$19.95; \$74.32; etc. We need to be consistent in this, because everyone takes turns working at the sales tables.

There are a lot of jobs which are up for grabs at each of the two meetings. These will be listed out and members are to take the ones they feel most comfortable completing. We also get posters to advertise the sale. They will be at the meeting immediately prior to the sale, along with distribution areas. All members are expected to take at least one area and distribute the posters. Advertising pays – we need to get all whole town covered.

Before each sale, we ask for two volunteers to be featured in the local newspapers with pictures and write-ups. The volunteer provides the material to the newspaper. We also advertise in the local papers, TV channels, etc.

The sale has a central cash table where all sales are processed, which relieves the member from having to take be at their own table during the whole sale. At the meeting just before the sale, there will be shifts for the various positions at the sale tables. Members are expected to take at least one shift if possible. The jobs at the sales tables include: taking cash sales, taking credit card sales, removing the stickers from pieces sold and putting them on the sheet with the appropriate potter, wrapping the items sold. Usually there are two tables, but Sundays we usually reduce it to one sales table.

At each sale, we have a committee select one piece to be raffled off. The Co-op buys that piece from the potter, and then displays it on the raffle table. All customers who purchase something at the sale are given a ticket to fill in and put in the raffle box.

After the sale ends, displays are dismantled, tables are put down, and the room is left as we found it. We cannot leave cardboard boxes beside the garbage cans. There is a dumpster on the other side of the building for cardboard.

Cheques from the sale will be issued at the following Co-op meeting, and will account a deduction of a percentage decided by the co-op members prior to sale.

Nanaimo Pottery Co-op strives to maintain a high standard of workmanship from their members. So called “seconds” are not permitted in the sale.

Co-op