



# Flagstaff Potters' Guild

2017 SPRING

**POTTERY SALE**

Saturday, May 13<sup>th</sup>

Return with a \$50 application/participation fee made payable to FPG, mailed to Rena Hamilton, 8775 Crystal View Lane, Flagstaff, AZ 86004.

**Must be received on, or before, Sunday March 19, 2017**

*We'll showcase our wares as two potters per 10' x 10' white tent. You can find your own tent buddy or I (Rena) can assist if you'd like. Please let me know if you are partnering with someone who has a tent and if you have an additional tent to share for a duo who may be in need. You and your partner are welcome to arrange the table and shelving (you provide) however you wish within your 10' x 10' space.*

Print name: \_\_\_\_\_ Do you have your own tent? \_\_\_\_\_ yes \_\_\_\_\_ no

Tent partner name: \_\_\_\_\_ (write *NEED* if you need a partner).

Please check one:

\_\_\_\_\_ I have a tent and a tent partner

\_\_\_\_\_ I need a tent AND tent partner

\_\_\_\_\_ I have a partner but we need a tent

\_\_\_\_\_ I have a tent but need a partner

If you and your buddy each have a tent, would you be willing to share the extra with another FPG team?  
\_\_\_\_\_ Yes \_\_\_\_\_ NO or not applicable

*Initial next to each prompt to show that you understand and agree to the following:*

\_\_\_\_\_ I must be a 2017 FPG member to participate in the May group sale (*completed the 2017 member application and submitted the 2017 membership dues.* If not, please attach with this May sale application).

\_\_\_\_\_ I will be in attendance for sale set-up 7:30-10am, for the duration of the sale (10am-4pm), and for the entire take-down (4-6pm).

\_\_\_\_\_ Either my partner or I, or both, will be present in the tent for the duration to discuss our work to prospective buyers. Both participants are expected to be present at all times with the exception of restroom and lunch breaks where one member should be present. Restrooms and quick lunch options are on site.

\_\_\_\_\_ Each of our four tent legs will be weighted with a minimum of 35 pounds of weight.

\_\_\_\_\_ FPG is not liable for any pottery broken for any reason including weather, inadequate displays, or prospective buyer accidents.

\_\_\_\_\_ I understand I should keep a personal inventory of items for sale to compare against end of sales record.

\_\_\_\_\_ I understand sales will be processed in one centralized tent and my individual proceeds and itemized sales list distributed by check in the US mail no later than May 22, 2017.

\_\_\_\_\_ My wares will be clearly labeled with my initials, or name, and **priced in whole dollars** (please account for sales tax in the sticker price).

\_\_\_\_\_ I understand I am responsible for any city, county, state, TPT and sales licensing and tax payments on my individual sales.

\_\_\_\_\_ The Guild will accept credit card payments and I understand I will be assessed the actual credit card fee on any purchases bought by credit card (currently 2.75%).

\_\_\_\_\_ FPG provides packing material and bags for common pottery items. If my wares require special packing, I will provide it.

\_\_\_\_\_ I will donate 10 % (maximum of \$100) of my sales to the FPG visiting artist fund.

\_\_\_\_\_ I understand that my \$50 application/participation fee is non-refundable.

\_\_\_\_\_ The sale will happen rain or shine but in the case of extreme weather, the Guild may democratically decide to cancel the event though we may not be able to recoup our fees to the City.

\_\_\_\_\_

Member Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Street Mailing address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

***Working toward getting more pottery into the hands, hearts and cupboards  
of Northern Arizona and beyond!***