

Pottery Market 2021 Guild Booth

Cost per seller

Booth cost is split evenly among the sellers. In the past we've had between 6-12 sellers. Individual cost has averaged around \$25, but the final cost won't be known until the number of participants and necessary booth space are known. Members are not expected to commit until the final cost has been determined.

Booth space

Pat's Barn has tables available for our use, but sellers need to provide their own drapes/cloths and any other display cases/shelves they wish to use. Bags and packing material are also the responsibility of the seller. Booth sellers have been very generous in the past with sharing their infrastructure.

Sellers always ask how many pieces they should plan to bring, but there's no good answer to that question. As soon as we know booth dimensions and number of sellers, we'll be better able to estimate how much space each person can count on. If there's more inventory than can be displayed all at once, as pieces sell, they can be replaced with new inventory. In past years, we've stored additional inventory in boxes under draped tables; some people have kept overflow inventory in their cars.

BYOC

The Barn has limited seating, so please bring your own chair.

Payment accepted

If we're able to get the use of someone's Square for all our sales, then that will be an option. Otherwise, guild booth sales will be cash or check only. Cash is provided upfront to help make change and a receipt book is also provided for everyone's use.

When pricing your items, the Guild encourages using the industry standard of price = height x width x labor time. It is helpful to include tax in the price and round up to eliminate having to deal with coin change.

Decor

It can make the space more inviting if there are some fresh flowers, candy, etc. Think about how you might help to create a welcoming space in addition to bringing all your lovely pots.

Tracking seller inventory and sales

A simple Word doc will be provided to serve as both an inventory of each seller's items and a record of what items sell. Each seller has a separate list, making it relatively easy to find an item being purchased and document its sale. The form will be distributed along with instructions on how to complete it when sellers are confirmed.

Staffing

Participating sellers are expected to set-up and break down at appointed hours and help to staff the booth during the sale:

Set-up is from 1pm - 7pm on Thursday, November 18. If we can figure out a convenient time that all of us can be there to set up together, that will definitely help things go more smoothly.

Booth sales, 10-6 on Fri, Nov 19 and 10-4 on Sat Nov 20

Breakdown, Sat Nov 19 @ 4pm

A schedule is developed based on people's availability that hopefully works for everyone.

Interested? Got questions?

As we get a better idea of who will be participating, more details will be provided. In the meantime, if you have questions or wish to participate in the Guild Booth, contact [Theresa Zubretsky](#).