

CLAYWORX 2024 FALL POTTERS MARKET CONTRACT

Please note that by signing and submitting the accompanying application form you agree to be bound by the terms of both of these documents and follow all requirements stated within.

Market dates and times:

- Friday, October 25th** - potters load-in and display set-up (7:00-9:30pm)
(if more time is required or you cannot set up Friday, you **MUST** come back between 8:30 -9:15am Saturday)
- Saturday, October 26th** - market open to public 9:30am to 5:30pm
- Sunday, October 27th** - market open to public 9:30am to 4:30pm
- take down begins **NO EARLIER than 4:45pm** **

** Customers are allowed entry into the market until closing times and are given 15 minutes **post-closing** to shop & check out. There is to be **no entry into the building** by non-shift potters & their helpers for tear-down until the last customer leaves – by signing this contract you agree to these terms and failure to observe them may result in non-acceptance into future markets.

Deadlines & Application Requirements:

- **Application deadline: August 5th, 2024**
- All applications must be submitted electronically. A Microsoft Word and Adobe pdf version of the application will be sent out. Please submit one of these filled out, or print it out, fill it in and email in a high-quality photograph. If you do not have an electronic signature, just type in your name.
- **All applications must include 3-6 high quality photographs of work representative of what you will be selling as well as a short bio that we can use for promotion** (applications without these will not be accepted. We will be holding photography clinics as well as making our lightbox available for use by appointment to aid with this requirement)

Fees:

- Each participant is considered a single entry
- Entry fee is \$60
- Table rental is available - \$12 per table

CONDITIONS OF ENTRY

*** Please read and retain a copy for your reference. By submitting your application, you agree to abide by these terms and conditions. Non-compliance may result in non-participation in the next market. ***

ELIGIBILITY:

1. General

- Participants must be a Clayworx studio user, member, or affiliate in good standing prior to participating in a Potters Market
- Potential new participants are strongly encouraged to work a shift at a Potters Market before their first market as a seller to familiarize themselves with sale operations.
- All entries are at the discretion of the Retail Committee

- Please note: there may be photography or video of yourself or your pottery/displays taken at the sale, either by staff/members of Clayworx, media outlets, or the general public. Photos or video taken by Clayworx may be used for promotional purposes.

2. Jurying

- **All potters (new & returning) will be juried into the market through photos submitted with application**
- Please provide 3 – 6 high quality photos (no less than 300 dpi on a plain background) representing your current work along with associated price points or price ranges
- If it is your first market and you would prefer an in person jurying to be able to ask questions of the Retail Committee as well, please let us know and we will arrange it.
- New artists are strongly encouraged to apply to the market once they feel they have achieved certain standards in their work. Please don't hesitate to contact the Retail Committee through programming@clayworx.ca to discuss standards or to have discussions about your work at any time
- This jurying of potters into the market is distinct from the physical quality and standards control that will occur for all work being offered for sale at the market.

3. Limitations

- All work must be done by the artist (no commercial tiles or bisque-ware)
- All work must be ceramic, no work in other media is allowed
- Mixed media pieces must contain at least 85% ceramic content
- All mixed media pieces must be checked and approved by the Sale Committee **even if you/your work as a whole has been juried into the market**
- Slip cast ware must be from molds that are not commercially available, i.e. the mold is an original created by you

4. Quality

- No seconds allowed
- No sharp edges, rough bottoms, cracks, etc.
- Glaze defects such as crawling, crazing and pin-holing are **not** acceptable (a small number of sealed pinholes not affecting quality or integrity/use of the piece(s) may be accepted by members of the Retail Committee only)
- Decorative crawling, crazing, and other glaze effects are acceptable on the outside of functional pieces and on decorative pieces.
- Raku, pit and smoke fired pieces must be cleaned and marked as decorative use only
- All glazes, under/overglazes or slips used on functional ware **MUST NOT** contain **free** heavy metals (including but not limited to barium, cadmium, chromium, and lead) – please check to ensure your pieces do not have these metals. **Encapsulated** cadmium used to generate commercially available reds and oranges is acceptable but should be avoided in “liners” of functional work. If in doubt please contact the Retail Committee.
- All work will be checked by Quality and Standards on Friday evening, Saturday morning, and Sunday morning before the market opens. **Any additional pieces brought after Friday (initial set-up) must be checked before being offered for sale**
- Unacceptable pieces will be placed at the hold table and the back of your table card will be marked with a red dot sticker – you must retrieve these pieces from the hold table and remove them from the market. The reason for removal will be indicated.

SALE DISPLAY SET-UP:

5. Set-up/restocking

- Set up for the show is Friday, October 25th from 7:00pm until 9:30pm

- Tables will be arranged by the Retail Committee and volunteers by 7pm and table cards with potters' names will be placed on tables
- **No** admittance to the building until the space is fully set up – if you arrive early you **MUST** wait outside until the space is fully set up - we will call you in as soon as we are finished set-up)
- If you are not done setting up by 9:30 pm, you must come back on Saturday morning between 8:30 and 9:15 am. You **must be finished setting up before 9:30 am**.
- Table location requests will be ignored
- Restocking/rearrangement time is available one hour before and after the sale on Saturday, and one hour before the sale on Sunday
- Please arrange any extra stock underneath your table such that it is easy for “floaters” to restock your table during the market.

6. Display spaces

a) Sizes

- Single spaces are 15sq. ft (based on 6 ft x 2½' ft table)
- Double spaces are 30 sq. ft. (based on two 6 ft x 2½ ft tables)
- Half spaces (shared with another potter, please specify who if possible) are available, please contact the Retail Committee
- 2 spaces/tables will **only** be granted to participants with enough wares to keep tables reasonably stocked throughout the market. **DO NOT REQUEST 2 TABLES IF 2 TABLES WORTH OF POTTERY IS ALL YOU WILL HAVE.** Remember this is a market and not a gallery display. As your pieces sell, they are restocked from under your table(s) – if there is nothing to restock with we end up with many sparse tables. Shoppers buy less when they feel they are getting the dregs, and/or have little choice. Aim to have one table's worth of restock under your tables at the beginning of the market per table you have requested.

b) Electricity

- Hydro access may be available – indicate in email in which you submit your application
- Bring an extension cord and/or a power bar (along with a method to ensure you are not creating any trip hazards)
- **Preferred** - please consider using battery-operated lights as we cannot guarantee hydro access

7. Tables/Displays guidelines

a) Tables/Display units

- Tables (6 feet) can be rented for \$12 each or you may bring your own **6 ft x 2½ ft** table.
- If you are bringing your own custom display (floor) unit (ie plinths, racks for large hanging pieces, etc), it must fit within the space guidelines in section 6(a) and be within the height restrictions - you **MUST** describe your custom display in your email **WHEN YOU SUBMIT YOUR APPLICATION.**
- Any custom display units must have a way to store extra stock hidden from general view
- All components of tabletop or freestanding displays must be sturdy and hard to knock over
- Maximum height of entire display is 1 metre above the table, or 2 metres from the ground
- **This height restriction will be enforced; any displays exceeding 2 metres must be changed before the sale opens on Friday – this is a health and safety issue and is non-negotiable.**
- All display surfaces must be attractive from all visible sides – YOU MAY BE AGAINST A WALL, YOU MAY HAVE A TABLE THAT BACKS ONTO ANOTHER TABLE OR YOU MAY HAVE A TABLE ACCESSIBLE FROM ALL SIDES. WE CANNOT MAKE GUARANTEES ABOUT PLACEMENT.
- No materials to secure your display will be provided, please bring these with you

c) Table cloths

- Table coverings must be plain, ironed, **cloth**, (no plastic!)
- Tablecloths must reach to within 1" of the floor and **cover all 4 sides** – we shouldn't be able to see under your table from any side. **NO EXCEPTIONS**.
- If your cloth does not reach the floor you will be required to adjust it (even if your table is fully set up – so check it before you start arranging your pieces).
- Ensure that any corners are tucked or pinned up to prevent trip hazards
- Black, fitted tablecloths are preferred. These can be covered with toppers of your choice.
- A limited number of black, fitted tablecloths are available for purchase in the store.

d) Plant material

- Real or dried plant material only
- Any flowers/greenery used for display embellishment should not be "attached" or used inside pots for sale or they will be sold with those pots
- Please note any planters etc with potted plants **MUST** include the plants for sale.
- We are not set up to be able to remove and store plants, greenery, dried flowers, etc. at the sales tables.
- Make sure that both potted plants and vases have enough water to keep everything from wilting

e) Props

- ALL items/props "attached" to pots **MUST** be for sale with those pots, **NO EXCEPTIONS** ie. Chopsticks in noodle bowls, knives on cheese trays, brushes in paint palettes, candles in luminaries, yarn & knitting needles in yarn bowls, etc. We cannot collect these items at cash (we are not set up for that) and if left on your table it could look "junky" over time.
- It is recommended that utensils, etc. be attached in a secure manner
- If you want to indicate the use of items, but don't want to sell the "attached" items with pots as required above, please consider display photos with the items that show use. Again, **any items used for display that are not for sale are brought at your own risk – cashiers will sell them with the pots.** We are not set up to be able to remove and store these items at the sales tables.

f) Signage

- You will be provided with a small cardstock sign showing your name and participant number, **this must be displayed at your table and returned at the end of the market**
- You may also use additional signs of your own such as descriptions or instructions
- You are also encouraged to have business cards and an artist biography on display

g) Price tags/stickers

- Each piece must have a secure **computer printed, barcoded price label**
- **These labels MUST be purchased from and printed by us to be compatible with the Square POS system we will be using exclusively for this market.**
- **You will be sent an inventory intake spreadsheet after you submit your complete application (We will be holding pricing clinics as well as making a laptop available by appointment to aid with this).**
- All prices must follow the minimum price guidelines, **no exceptions**

h) Important final notes

- No more than 20% of the display should be decorative (i.e. flowers, signage etc.).
- **DO NOT display ceramics/pottery that is not for sale.**
- Raku, smoke ware, pieces with melted glass, decorative glaze "defects", and non-food safe glazes **must** be labelled as decorative use only and not food safe; Each piece must be labelled.

Exceptions include jewelry, magnets, etc. and obvious decorative-only sculptures.

- For raku, smoke ware etc., please include any precautions such as cleaning instructions as appropriate
- Extra instructions for item use, information on pieces, or recipes to include with cookware are encouraged
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PARTICIPANT RESPONSIBILITIES:

8. Advertisement

- You will be provided with a small advertising pdf by email. Please send it to all your friends, family, co-workers, and acquaintances. We will advertise on Facebook and Instagram but please post the notice to your own Facebook/Instagram/website social media sites and share and like.

9. Sale Shifts

a) Sign-up

- Sign-up will be open to all participants shortly after the application deadline, through SignUp Genius (An email with position descriptions and timeframes will go out at that time).
- Sign-up requests and questions should be sent by e-mail to the Retail Committee at programming@clayworx.ca
- Please note you may not get the exact shift you want as scheduling is based on availability and around any limitations individuals may have and to ensure we have coverage for the entire market
- Two shifts required per participant

b) Shift requirements

- If you are working the first shift on Saturday (not including quality control) or Sunday please arrive at 9:15 am to allow time to refill tables, turn on lights etc.
- Otherwise, you must arrive at least 15 minutes prior to the scheduled start time of your shift
- You must wear a name tag and red apron at all times during your shift (provided).
- If you are unable to work your shift, you can send a replacement to fill in for you (just give us a heads up of who we are expecting) – please note that all requirements/restrictions/penalties will apply to them or you
- If you withdraw from the market, you (or your replacement) must still work your shift as scheduled

c) Penalties

- Non-communicated or last-minute withdrawals, missed shifts, arriving late or leaving early (barring emergencies or previously made arrangements) will result in being barred from a future market or markets

d) Food

- No food or drink allowed on the sales floor
- Food/drink must be consumed in designated area **out of sight of customers** as much as possible

10. Liability

- Clayworx is insured for public liability; you do not need to provide your own insurance
- We are not responsible nor will we reimburse participants for any lost or damaged work or props

- All items for sale are the responsibility of the participant
- Tallies from Square are final and the artist will be paid according to that record

ENTRY FEES AND COMMISSION:

- Change in fees payment – registration for the market and fee payments will be made through our online registration system – Amilia SmartRec – the same system you used this year for your membership fees
- For those unable to access their Amilia accounts and/or those that cannot make payment by credit card or VISA debit (in Amilia), please contact Cathy at programming@clayworx.ca
- Payment should **NOT** be made through the store; Paper applications left on the store desk will **NOT** be accepted
- Barcoded price stickers **MUST** be purchased at a cost of \$1 per sheet of 80 stickers (will be available as an add-on in Amilia SmartRec at check-out)
- Clayworx will receive a commission of **30%** on all sales
- Cheques will be issued after the sale and will be available at Clayworx by default; if you wish to have it mailed, please check the appropriate box on the application
- Applications are not complete until both the signed application page along with photos & small bio have been submitted electronically and payment (or arrangements) have been received

Questions or clarifications?

Please contact the Retail Committee through programming@clayworx.ca

Minimum Prices to be Charged for Items for Market & Store

Note 1. These are suggested MINIMUM prices for relatively plain pieces, more elaborate/decorated pieces should have a higher price tag. i.e. A plain mug with a single glaze dip would be \$28. A mug with hand painted decoration or carving would be \$38 - \$50+.

Note 2. If you don't think your pieces are worth the minimum prices indicated below, maybe you aren't ready to sell at the sale or in the store.

Note 3. No individual items allowed for sale for less \$10.00. This includes ornaments, pendants, keychains, magnets, tiny dip bowls, etc.

Note 4. We reserve the right to reject pieces on the basis of underpricing/undercutting.

We realize that it can be difficult to price your own work. Remember, you don't want people to buy your pottery because it's cheap – you want them to buy it because it's good and because they like it. Cheaply made and/or cheaply priced work devalues your own and fellow potters work and the art form overall.

Please follow these general guidelines for **MINIMUMS** and then refer to the chart below for some examples:

Drinking Vessels

Mugs	\$28
Cups	\$24
Tumblers	\$28
Goblets (stemmed)	\$30

Serving Vessels

Small Pitcher (4-6")	\$30
Medium Pitcher (6-8")	\$32
Large Pitcher (8"+)	\$40
Teapots	\$70

Ornaments or Impulse Items

\$10 – can bundle, but no more than 2 items/bundle at \$10

All Other Functional Vessels

(this includes: bowls, plates, platters, trays, any dishes, casseroles, vases, etc.)

ADD the **LENGTH + HEIGHT** of your piece to get the **CALCULATED DIMENSIONS**

Calculated Dimensions (**length + height**):

Up to 4"	\$16
Over 4" & up to 6"	\$20
Over 6" & up to 8"	\$22
Over 8" & up to 10"	\$24
Over 10" & up to 12"	\$28
Over 12" & up to 14"	\$36
Over 14" & up to 16"	\$40
Over 16" & up to 18"	\$50
Over 18"	\$60+

When using the calculation formula above, consider these additions (based on time/complexity):

\$5-10 for handles

\$10-15 for lids

\$3-15 for items sold with the piece, i.e. chopsticks, utensils, paint brushes, live plants, etc.

*** For **SCULPTURAL** work add at least \$10-20 to the above Calculated Dimensions prices to arrive at minimum prices (*with the understanding that most sculptural or decorative pieces will be much higher than the minimum anyway*)

Some Examples of MINIMUMS

Item	Size H x W or D (finished)	Minimum price
Mug (espresso)	7x7cm (3in x 3 in)	\$24
Mug (small)	9 x 7cm (4 x 3 in)	\$28
Beer stein or large mug	11 x 9 cm (5 x 3.5 in)	\$32
Tumbler (no handles)		\$28
Espresso cup		\$20
Small bowls	6.5 x 4 cm D (2.5 x 1.5 in)	\$16
Small-Medium bowls	7 x 15 cm D (3 x 6 in)	\$24
Small noodle/rice bowls w chop-sticks	7 x 14 cm D (3 x 6 in)	\$28
Medium bowls	15cm x 15 cm (6 x6 in)	\$28
Large shallow bowls	8 x 30 cm D (4 x 12 in)	\$40
Large bowls	15 x 30 cm D (6 x 12 in)	\$46
Extra large deep bowls	Larger than above	\$60
Medium bowls w/ saucer (ie. berry)		\$42
Butter dishes		\$46
Honey pots	10 x 10 cm (4 x 4 in)	\$40
Small garlic pot	10 x 7 cm (4 x 3 in)	\$36
Large garlic pot	15 x 15 cm (6 x 6 in)	\$40
Small vase	6cm H (2 ½ in H)	\$16
Medium, skinny vase	15 cm H (6 in H)	\$24
Large vase	25 cm plus H (10 in H)	\$40
Small tray	6 x 6 cm (2.5 x 2.5 in)	\$20
Medium tray	10 x 20 cm (4 x 8 in)	\$28
Large tray/platter	22 x 30 cm or more (9 x 12 in)	\$60
Small open casserole/baking dish	9 x 16.5 cm (3.5 x 6.5 in)	\$30
Med open casserole/baking dish	9 x 23 cm (3.5 x 9 in)	\$38
Large open casserole/baking dish	9 x 30cm (3.5 x 12 in)	\$46
Small covered casserole/baking dish	9 x 16.5 cm (3.5 x 6.5 in)	\$40
Med. covered casserole/baking dish	9 x 23 cm (3.5 x 9 in)	\$48
Large covered casserole/baking dish	9 x 30cm (3.5 x 12 in)	\$56
Lantern		\$42
Flower pot – small w saucer		\$28
Flower pot -medium w saucer		\$32
Flower pot – large w saucer		\$36
Flower pot with plant (add ~ \$5-\$10)		\$35-50
Spoon rests		\$16
Christmas ornaments flat		\$10
Teapots		\$70