Annual Juried Exhibition Shift Descriptions

Members who are exhibiting, and are not registered for the Spring Sale, are assigned one support shift in the Exhibition (morning, afternoon or evening).

Members who are exhibiting, and are also registered for the Spring Sale, will have been assigned three shifts in the Sale. Since they are already doing three shifts, they will not be assigned an Exhibition shift.

At least one exhibitor should be present at the exhibition at all times. Scheduling of shifts will be arranged beforehand.

There are four tasks that require support during exhibition shifts:

1. Greet Exhibitors & Manage Entries
2. Manage Awards
3. Exhibition Item Sales Support
4. People's Choice Award Support

Appendix:

1. Documents, Materials on hand

Greet Exhibitors & Manage Entries

Usually an Exhibition Committee member

Main Tasks: *Greets exhibitors and processes their entries*

1. Exhibitors will be delivering their entry(s) to the Horticulture Building, on the Friday morning, between 9 and 10 a.m. Direct them to the designated jurying area.

2. **"Juried Exhibition Sales Inventory**" sheets will have been pre-printed and stored in an **"Exhibitions Sales**" binder. Find the sheet for the exhibitor.


THE OTTAWA GUILD OF POTTERS
LA GUILDE DES POTIERS D'OTTAWA

Juried Exhibition Sales Inventory

MEMBER IS NOT IN SPRING SALE

Name: Elizabeth M Davies Phone# E-Mail

Entry ID: 9 Potter's Code: EDAV In Spring Sale? No Table:

Sold?	ID	Title	Price	Set?	# in Set	Notes
	EMM-1	Set of three vases: Spring Glade	$300	Yes	3	
	EMM-2	Deep Woods	$170			Price includes wood base
	EMM-3	All the Pond	$85			

Signature: Date:

3. Examine the exhibitor's entries, ensuring that the entries match the Inventory Sheet's numbering and prices.

4. Reject any entry that is not on the exhibitor's Inventory Sheet.

5. Correct any prices on the Inventory Sheet if there is a discrepancy.

6. Ensure labels cover any potters mark. Replace any labels that are illegible or not following labelling guidelines.

7. Review the terms and conditions at top of Inventory Sheet with the exhibitor.

8. Obtain signature from exhibitor at bottom of their Inventory Sheet.

After juror has decided on which entries have been accepted:

9. Using a ruler, cross out any **Juried Exhibition Sales Inventory** entries not accepted.

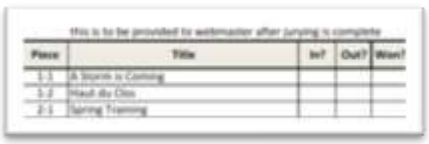
10. Update the Number of Entries column on the **<u>three</u>** copies of the "Exhibition Member List" and:
    a. keep one for exhibition ushers,
    b. put one in the cash "**Exhibitions Sales"** binder,
    c. deliver one to Slip Checker in back room.


Exhibition Member List

Exhibitor ID	Potter's Code	Number of Entries	Also in Spring Sale?	Artist	Phone Number	HST
1	LWA	3	Yes	Lucy Willemsen	(613) 671-1123	704520938
2	RE	2	Yes	Marie Hennessey	(613) 231-5806	
3	LROS	3	Yes	Lucie Rossignol	(819) 827-9471	

11. Bring the updated "**Exhibitions Sales**" binder to the Sales CASH desk.

12. Update "**In-Out-Summary**" and send to webmaster.


this is to be provided to webmaster after jurying is complete

Piece	Title	In?	Out?	Won?
1-1	A Storm is Coming			
1-2	Haut du Clos			
2-1	Spring Training			

13. Place "Available for Purchase" sticker near entries for sale:


Available for Purchase ...

Entry: #9-2 Price:$170

Elizabeth M Davies [EDAV]

Manage Awards

Usually an Exhibition Committee member

After juror has decided on which entries have won awards:

14. The "**Juror Awards.xlsx**" is in the Exhibitions share drive folder "@@Forms Documents and Manuals". That file must be updated by the Juror or a member of the Exhibition Committee, filling in all the award details. This file is sent to the webmaster.

15. By 2 pm, provide blank award certificates along with the names of the award winners to the person who has volunteered to write in the award winners names (calligraphy) on the certificates.

16. Volunteer will return the finished certificates to the Exh Ctee by 4:30 pm, at the Horticulture Building.

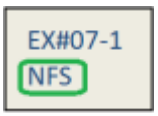
17. Exhibition Committee will prepare the Award envelopes, ready for distribution during the Awards Ceremony. They will also have the pre-printed Plinth Award Tags ready to be placed next to the winning pieces.

Exhibition Usher

Main Task: *When a visitor shows interest in buying:*

1. Ensure the entry's sticker matches the plinth label next to the piece.

2. Make sure the item is for sale. Make sure the label does not show "**Not for Sale**" and the sticker does not show **NFS.**



3. If all is good, place a red **SOLD** sticker on the plinth label.

4. Add the purchaser's name and phone number to the **Exhibitions Sale Log**.

Exhibition Sold Piece Log			
		Purchaser's	
Piece ID	Verified Sale?	Name	Contact

5. Make sure the purchaser knows that the pieces must remain on the pedestal until 3:30 Sunday.

Continued …..

Shift Descriptions

6. Fill in a perforated "**Exhibition Purchase Form**" and "**Exhibition Pick-Up Slip"**:

    a. Fill in top section by placing the "Available for Purchase" label over top sections Ⓐ and Ⓑ (If the label is damaged, fill in this info by hand)

    b. Fill in the purchaser's information. Ⓒ

    a. Fill in the Entry's ID on the "**Exhibition Pick-Up Slip"** at bottom section of perforated page. Ⓓ

7. Hand the "**Exhibition Purchase Form**" & **"Exhibition Pick-Up Slip"** to the potential buyer and direct them to CASH.
8. The purchaser will give the "**Exhibition Purchase Form" / "Exhibition Pick-Up Slip"** to CASH as part of completion of the sale.

At end of your shift.

Make sure that the expected sales as recorded in the **Exhibition Sales Log** did indeed get processed:

- Go to cash to check that the piece on the appropriate **Exhibition Inventory Sheet** has been tagged as sold. (you'll find it in the CASH "**Exhibition Binder**")
- If it has been tagged as sold, check off "Sale Verified" on the **Exhibition Sales Log.**
- If it has **not** been tagged, contact a member of the Exhibition Committee. Let them deal with it!

After 3:30 Sunday purchaser will want to pick up their piece.

Before closing, check that you know where the boxes are (in the kitchen area) for pieces you know will be collected.

For large or fragile pieces, you should call the maker for instructions (the Exhibition Member List is in the Binder).

A purchaser shows you their "**Exhibition Pick-Up Slip**" attached to their sales receipt. You give them their piece and as appropriate, follow the maker's instructions, or offer to escort the buyer, (if possible with the box), to the sales desk, for wrapping services.

A sale does not go through properly

In the unlikely event that the purchaser changes their mind or if sale does not go through properly and is abandoned:

1. The CASH team will inform an exhibitions usher that the sale did not go through.
2. The CASH team will return the **Exhibition Purchase Form** and **Exhibition Pick-Up Slip** to an exhibitions usher.
3. The exhibitions usher will remove red SOLD stickers on the items.
4. The exhibitions usher will update the **Exhibitions Sale Log.**
5. The exhibitions usher will destroy the **Exhibition Purchase Form** and **Exhibition Pick-Up Slip.**

FYI: The following are CASH and SLIP CHECKER activities:

1. CASH finds that exhibitor's **Juried Exhibition Sales Inventory Sheet** (each of these sheets should be stored at CASH in a binder marked EXHIBITION SALES)
2. CASH reviews the sales **Exhibition Purchase Form** for each Exhibition piece sold, confirming the purchase details before accepting payment.
3. CASH ticks off SOLD on exhibitor's **Juried Exhibition Sales Inventory Sheet** for each Exhibition piece sold.
4. CASH will record the sale in the sales PC application, process payment and print receipts.
5. CASH will attach the **Exhibition Purchase Form** to the internal OGP sales receipt and it goes to the slip checker like all other Spring Sale purchases.
6. CASH will attach the **Exhibition Pick-Up Slip** to the purchaser's sales receipt before handing the receipt to the purchaser.

Again: Please ensure that the purchasers DO NOT take the piece at time of sale.

The pieces must remain on the pedestal till 3:30 Sunday.

People's Choice Award Support

Purpose Assist in "People's Choice Award" Voting.

Main Tasks:

1. Explain how to use the People's Choice ballots.
2. Ensure blank ballots are always available.

Documents, Materials on hand at Jurying / Exhibition premises

- "Juried Exhibition Sales Inventory" sheets (pre-printed, one for each exhibitor, stored in Exhibitions Sales Binder, kept at CASH)
- Exhibitions Sales Binder (once all "Juried Exhibition Sales Inventory" sheets are vetted, take to CASH – it remains there)
- Exhibition Member List (3 copies for Ushers, CASH and Treasurer)
- Perforated "Exhibition Purchase Form" and "Exhibition Pick-Up Slip" (50 pre-printed)
- Artist Cards: index cards (pre-printed), one for each entry, showing Artist Statement, contact info, photo and biography. Stick near their item(s).
- Plinth labels: business cards (pre-printed), one for each entry, showing Title, Artist, Price). stick next to item
- "Artist Information" binder – (containing Artist Statements and photos of exhibiting artists)
- red SOLD stickers
- Exhibition Sales Log
- In-Out-Summary Sheet
- For awards:
    - Blank award certificates
    - award envelopes,
    - prize inserts
- Plinth Award Tags (to be placed on plinths of winning pieces, at end of Opening Awards ceremony)
- People's Choice: voting box, ball points, voting slips and Notice
- Two easels (for the choroplast poster boards)
- pencils, ballpoints, eraser, Scotch tape, Blue Tak, thumb tacks, note paper