**WPW Sale Standards**

Following are the standards established for the W.P.W. sales. Our purpose is to see that all pots for sale are “Firsts”. Standards are not about rejecting pots, but working together to present our best work to the customer.

**Utilitarian Pottery:**

**Design:**

1. The Workshop encourages original design.
2. The object should perform the functions for which it is intended. Functional pots should be safe for everyday use. Pouring vessels will be water tested.
3. Clays, glazes and decorations should be suitable to the function of the object.

**Construction:**

1. Forming Process: The Workshop accepts coil, slab, wheel, etc. and the use of handmade moulds or any combination thereof. Commercial moulds, bisque or greenware are unacceptable.
2. Glazes: Glaze flaws, e.g. crazing, crawling, pinholing, blistering, pitting, shivering, where detrimental to function, are unacceptable. Shino, crackle and ash glazes are acceptable. Lead and cadmium glazes are not acceptable.
3. Mixed Media work is acceptable provided that clay is the main focus of the work.

**Finishing:**

1. Clay and glaze are to be fired to maturing point
2. Bloating is unacceptable
3. Bases must be smooth and steady, lips must pour, spouts must be non-drip, rims must be smooth, lids must fit, handles must be able to be held, no cracks in handles or feet, and containers must hold liquid if meant to do so.

**Addendum:**

**Raku/Smoke**

Raku fired pieces are not ideal for wet acidic foods, in fact could be potentially dangerous. Smoke and raku-fired pieces must have a sticker stating that this work is for dry food use only.

**Earthenware**

Since this clay body is porous, all functional surfaces should be completely glazed and pots should have a sticker saying “not microwave /dishwasher safe”.

**Sgraffito:**We suggest that pieces be lightly sanded as greenware or bisque or damp sponged gently when leather hard to removed barbs. Sgraffito looks wonderful alone or under a glaze but improperly smoothed areas can cut users and handlers.

**Sculptural Pieces:**

Just as smooth bottoms are encouraged in functional ware, we encourage the same for masks, planters, animals, figures, wall plaques, vessels, banks, etc. Extra time needs to be spent smoothing rough edges and securing joints. Nobody wants customers to cut themselves while handling your pieces.

Oil lamps should be sealed.

Electric lamps must have CSA approval and label to sell at W.P.W. sale.

**Hanging pieces:**

The grooves or holes meant for hooks or nails must be substantial enough to be hung from hooks or nails. Wire supports must be strong enough and appropriately secured to hold the weight of the piece to be hung.

**Glue:**

Anything requiring glue should be done so that the finished product has a neat and professional finished look to it. All work glued to be repaired is unacceptable.

**Lids:**

Unless specifically marked in the design of the lid and base, all lids must fit in all directions. Lids that only fit in one direction, lids that lock when rotated, or lids that fall off when the container is slightly moved (due to improper seating into the container) are not acceptable .

**Post firing pigmentation:**

The application of paint is permitted as long as the pot is marked as being decorative and the paint is a minimal amount of the surface, an accent rather than a main part of the pot.

Scrutinizers will note and set aside any questionable pot. After scrutinizing is completed, the potter will make any correction to the pot if possible and the pot will then be re-examined by the same scrutinizing staff. If still in doubt, the pots may then be re-examined by the scrutinizing team. Rejected pots must be taken home.

Information for Vendors:

**Insurance**:

The workshop carries insurance for personal injury at the WPW and at the sale location. We are also covered in case any damage is incurred to the Recreation Complex. However, we cannot insure each potter’s pottery against major theft or vandalism. Individuals likely have coverage in their homeowner’s chattel insurance for this. All items for sale are the property and the responsibility of the vendor. The Waterloo Potter’s Workshop will not be held responsible for any lost or broken pieces.

Pots are at risk of breakage or theft during the sale including standards checks, photography, wrapping or handling by cashiers, staffers, customers etc. Accidents do happen on occasion. All members participate in the WPW sales at their own risk. There is no reimbursement by any of the above mentioned for broken pieces.

**New Member’s Table:**

This is a half table or a full table ( depending on demand ), that is shared by new members. It was initiated as a way to encourage beginner potters who have just a few pots, to be in the sale without having to commit to a 1/2 or whole table themselves.

**Preparing your Display:**

* Consider using shelves or crates on your table to create levels to display your pots. So as not to block other vendors from view, please keep shelving to a 2 ft. height limit above the table.
* You are encouraged to use interesting props to accent your work.
* Platters must be centered on the table.
* Ensure that a portion of your pots are put out each day of the three day sale. We want to give our customers a good selection of pots every day of the sale.

**Staffers will restock tables unless potters are present to do so themselves. Potters are still responsible for replenishing their display at the end of each day, staffers will not do this.**

**Standard tablecloths are required – they can be purchased on the sale application.** Accent table cloths must be within 6-12” from the table top.

Please remember: all pots must have a sale price. **No pots can be given away free of charge!**

**Please read carefully:**

Be sure that all labels are written clearly. Let’s not confuse our cashiers.

A label must be affixed to each pot including your CODE and the PRICE as follows:

Your code can be found on the membership list. It consists of a number no more than 3 digits and a 3 letter code which represents your last name. No two codes are the same in our membership. If you are also in the Hamilton sale your codes can be the same for both sales.

Please consult membership convenor.

 i.e. Elsa Mann 114MAN

**You will need two pens to complete your labels: red and black. Your code is written in black, whereas the price is always in red and must include the double zero.**

Black ink

**114MAN**

10.00

Red ink

Prices must be to the nearest dollar. When deliberating over prices, remember that we often have a tendency to under sell our work. Feel confident when pricing your pots, no matter how small!

* Prices may not include the dollar sign
* Please write your code clearly
* Use the European 7, so it won’t be confused with the number ‘1’
* Each pot no matter how small must have its own label
* Each pot in a set should have one label indicating a series of pots such as:

**114MAN**

1 of 3

**114MAN**

2 of 3

**114MAN**

3 of 3

The first pot in a set requires a second label indicating the price, as follows:

114MAN

20.00 per set

# Labeling Continued…

Raku pots should be labeled with one of the following:

Raku – does not hold water

Raku – not food safe

Separate labels can be used to state details such as:

Candle Included. Flowers not included.

* Place labels on pots so that customers can easily see the price. Do not put prices on the bottom of your pot.
* When you arrive with your pots, set them out and locate the Head Scrutinizer who will assign someone to go through your wares. Once complete the scrutinizing staff will initial the vendor list located with the scrutinizing head for each shift to verify that your pots have been checked.
* You will receive payment for those pots which have been processed through the cash registers, by mail following the sale.
* Table sizes shown below:

|  |
| --- |
| ½ table 3’x 2.5’ |
| 1 table 6’x 2.5’ |
| 11/2 tables 9’x 2.5’ |

Note: Additional pottery can be admitted for sale on Saturday and Sunday. A scrutinizer will be available for scrutinizing 45 minutes before opening. All new pots must be scrutinized.

We will be having an information table for those members who wish to display information regarding classes, open houses, etc.

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