

CLUB BOOTH RULES

GLDGCC - April 22 and 23, 2017 SHOW

1. Any club member in good standing may sell glass through the club booth **provided you work at the show for at least four hours**. A 10% fee on items sold will be retained by the club for show and general club expenditures.
2. Each member is allowed an initial maximum of 50 items to sell. **Each item to be sold must be labeled with the same item #, description, and price shown on your itemized packing list.**
3. Each member is allowed only 2 pieces that are 11" or larger. Display of very large sets may be restricted based on space availability. The club booth chairperson may limit the glass placed on display to make it equitable for all participants.
4. Items for sale must be clean and in good condition. **No chipped, cracked, or repaired items are allowed. Only American-made glass, pottery, and china from the Depression and pre-Depression Era are permitted. No glass or china issued after 1970 is allowed.** Non-qualifying or dirty items will be rejected and may result in rejection of all of the participant's items if deemed necessary by the club booth chairperson.
5. **Each item must be neatly and clearly labeled with the OWNER'S ALPHA PIN (or name), ITEM NUMBER, ITEM DESCRIPTION, AND PRICE. These notations must be the same as on your packing list.** Your PIN must be two or three alpha characters. Do not use any numbers in your PIN. A set counts as one item and is to be reflected on one line on your packing list. For example, 8 tumblers to be sold as a set would be listed on one line and the individual labels on all of those tumblers would reflect the same item number. However, if those tumblers were intended to be sold separately each tumbler would be listed on a separate line and labeled with a separate item number.
6. **Prices must be in whole dollar amounts. If a price differs on your packing list from the price on the label for that item we will sell it for the price on the label.** Prices may not be changed by anyone once the glass has been delivered to the club booth.
7. See the examples below of representative label formats:

PIN (or Last Name) - Item # Item Description <p style="text-align: right;">\$\$\$ (no cents)</p>	LM - #23 Georgian Green 8" Luncheon Plate <p style="text-align: right;">\$3</p>	Smith - #16 Jubilee Yellow Creamer and Sugar Set (2 pieces) \$17	PAB - #31 Royal Ruby Punch Bowl Base, and Cups Box is under the table Set (14 pieces) \$40
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8. **You must sign the release at the bottom of each page of the original packing list relieving the club from responsibility in the event of loss of your property, for whatever reason, or breakage.**
9. Items for sale must be packed in banana boxes if you want to leave the empty boxes at the show. All sides and the top of your banana box(es) must be clearly marked with your name. Please do not expect club booth workers to cope with overly heavy boxes. **Do not use newspaper to wrap your items. Items packed in newspaper will not be unpacked or displayed.** Use clean paper or nappies.
10. Fill out 2 (1 original and 1 copy) itemized packing lists plus, if you wish, an optional back-up copy. The original is for the club booth cashier's book and will be used for recording sales - it will not be returned to you. **The copy is for your records - for check-in, for check out, and for you to record your sold items. Keep your copy available for use after show hours if you wish to record your sales.** Any rejected items found during unpacking must be noted on the original and the copy. Rejected items found later will be noted on the original. Some members like to make an optional back-up copy of their packing list to leave during the show in their empty banana box(es). **After the show ends on Sunday you may transcribe your sales from the original packing list to your copy; however, the original packing list must not be removed from the cashier's book at any time. The club will not provide you a copy of your original packing list showing your sold items or any other listing of your sold items.**
11. Very large or unusual items should be packed in a separate box that can be used when it is sold. In such an instance please include a note about the special box in the description area for that item on your packing list. Be sure to also mention that special box on the label affixed to that item.
12. You must bring your box(es) of items to be sold to the Union Workers Hall on Thursday, April 20, between 8:00 A.M. and 3:00 P.M., or Friday, April 21, between 8:30 A.M. and 4:00 P.M. You are expected to unpack your own boxes and help with setting out your items for display. Assistance in this regard will be provided for members with physical disabilities or those who are performing other show responsibilities while the club booth is being set up. **Club booth set-up will start at approximately 8:00 A.M. Thursday morning, so plan to arrive as early as possible to ensure that space and help are available.** (Note: If you are assisting with the show setup on Thursday morning you may bring your boxes to the hall before 8:00 A.M. that day.)
13. You must pack and remove your unsold items from the club booth Sunday, April 23, when the show closes at 4:00 P.M. No packing of unsold items is permitted before the show officially ends.
14. Checks for sold items will be distributed at the club meeting in May. If you cannot attend that meeting you must give the club booth chairperson a self-addressed, stamped envelope when you bring in your items or pick up unsold items.
15. **Any unsold items that were inadvertently left at the hall will be brought to the May meeting. If they are not picked up then they will become the property of the club and may be sold.**