

WEAVERS OF ORLANDO HOLIDAY SHOW & SALE 2020

Donnelly Park Pavilion (in the square) – MOUNT DORA, FLORIDA

INSTRUCTIONS FOR PARTICIPANTS

IMPORTANT DATES:

DROP OFF: December 3 from 12:00 noon until 2:00 pm

PICK UP: December 6 from 2:30 pm until 4:00 pm

1. You must have your inventory sheets and tags completed and attached to your items prior to arriving at the sale. There will be no room/table available to complete this task after you arrive.
2. The Weavers of Orlando Holiday Sale tags that were emailed to you must be completed including your PIN number (assigned by show/sale), Item number (assigned by you/numbers only/no letters), Price, and a brief description for each item.
 1. Please round all prices to the nearest full dollar amount (no cents.)
 2. Tags must be firmly attached to each item WITHOUT using staples or pins.
 3. Overhand knots are great since they seldom come undone.
 4. Please make sure there are no tags remaining from other sale venues.
3. Inventory sheets:
 1. The first line indicates whether or not you are a member of WoO, working at the sale, and your PIN number. Please do not fill in the Percentage, as our treasurer will do that.
 2. Your contact information is next. If you do not type it, please print clearly.

3. The red line indicates the total number of items, the total number of pages for your whole inventory, and the total value of all items you are submitting.
 4. Under that is the release that you must sign.
 5. On the inventory portion itself, you fill in the Item Number, Description of Item & Technique, and Price columns only. In, Out, and Date Sold will be done at the sale.
 6. The bottom of the sheet has a place for the committee member who checks in or checks out your items to initial and indicate the number of pages your inventory contains.
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4. Inventory Check In will take place at the Donnelly Park Pavilion in the square on Thursday, December 3, from 12:00 noon to 2:00 pm. We are running a very tight time frame this year to get the items checked in and set up in time to open Friday morning. Please be prompt. If you cannot be there at this time, please make arrangements for someone else to be there with your items.
 5. If you have appropriate display pieces for your items, please bring them at check in and make sure your name is on the display piece. We will make every effort to use them, space permitting.
 6. Please label your boxes used to transport your things to the show/sale with your name on the top/lid and on two sides (long and short) so we can store them under the tables.
 7. Any items not sold need to be picked up from 2:30 pm until 4:00 pm on Sunday, December 6. You will have to wait for a committee member to be available to check you out on your inventory sheets and make sure that you have all items not sold. It takes a few minutes for the committee to complete bookkeeping and arrange the items for pickup. Please be patient so that we can assure that you have all your items and that all of your sales have been recorded.

8. Your proceeds from the sale, minus the appropriate percentage due Weavers of Orlando, will be mailed to you as soon as all credit card and check purchases have been cleared. It could be as early as 7 days but may take as much as 30 days.

If you have any further questions, concerns, or comments, please contact a member of the show/ sale committee.

Jan Beasley at queenofpurple@windstream.net.

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