



Convention July 7-9, 2016

## 2016 SELLERS TERMS & CONDITIONS

Show & Sale

Saturday, July 9

9:00am- 1:30pm

Red Wing High School

Red Wing, MN

All Sellers and Helpers for Show & Sale must be members of the RWCS and pre-registered for the 2016 Annual July Convention. To comply with **Minnesota Department of Revenue regulations for Selling Events**, all Exhibitors must fill out the *MN Operator's Certificate of Compliance*, Form ST-19. This form must be included with your Sellers Contract to the RWCS Business Office. The ST-19 form can be obtained on the RWCS website or by contacting the RWCS business office. **If you were an Seller at the 2015 Convention you still need to fill out the ST-19 again.**

The Show & Sale chairman and RWCS officers will make reasonable effort to safeguard the property of the Sellers. However, the committee, the RWCS, or its officers will not be responsible for lost, stolen, or broken articles.

At the 2016 Annual Convention the Show & Sale will be held in the Red Wing High School Gymnasium in Red Wing, MN on Saturday, July 9, 2016 from **9 a.m. to 1:30 p.m.** for Antiques and Stoneware related Souvenirs. Items may be sold only during these designated hours of the sale. Educational Material Tables will be sold in the Cafeteria area, Thursday, July 7 and Friday, July 8 from 9 a.m. to 3:30 p.m. each day.

### **The Contract must be postmarked by May 15, 2016.**

If you have already paid for your Show & Sale table using the on line registration process or would like to pay by credit card you can fax to the Business Office at 651-388-4042. We will accept faxed contracts through May 20, 2016.

All seller's that provide their email address will automatically receive a confirmation via email. If you would like a copy mailed to you please send a self addressed stamped envelope.

### **TYPES OF SELLERS TABLES:**

#### **ANTIQUES**

*(Show & Sale, High School Gymnasium Saturday)*

**60% Stoneware & Pottery or related items, 40% other quality antique items.**

Items for sale must be 60% American-made antique pottery or related to the City of Red Wing or pottery collecting. The remaining 40% must consist of good quality antique items, or furniture made prior to 1970. The exhibitor agrees not to misrepresent any merchandise or to use the name of Red Wing Collectors Society on any items not produced by RWCS. Stoneware or pottery that has been repaired, restored, is a known fake, or is damaged, is to be labeled as such in compliance with RWCS requirements.

#### **SOUVENIRS**

*(Show & Sale, High School Gymnasium Saturday)*

**Items for sale must be 75% souvenirs or reproductions related to American- made antique pottery, the City of Red Wing or pottery.** The remaining 25% of items may consist of quality antiques, American-made pottery, or other items related to pottery collecting or period collectibles. The exhibitor agrees not to misrepresent any merchandise or to use the name of Red Wing Collectors Society on any items not produced by RWCS.

#### **BOOTH SPACE**

*(Show & Sale, High School Gymnasium Saturday)*

Booth spaces are available in 3 sizes in a addition to the standard floor table locations above. The booths are located along the walls of the high school gymnasium and provide space for sellers bringing their own displays and/or furniture for sale.

**Booth spaces WILL INCLUDE ONE TABLE & ONE CHAIR. Additional tables can be rented for \$15 each.**

#### **EDUCATIONAL MATERIALS**

*(Cafeteria area, Thursday and Friday)*

Items for sale must be educational and no souvenirs! No pottery, stoneware, or souvenir items may be sold. Examples include: History of Red Wing, Goodhue County and the Potteries, books about pottery, catalogs, reprints of original literature and documents, written scholarly research, photos, price guides, magazine articles about pottery, etc. All items must be sold only from the seller's table. Set up by 9 a.m. and arrange to have a seller at the table during selling times. There is no selling during the Annual Business Meeting. You have the option of selling on both days or Friday only.

### **SPACE LOCATION SELECTION:**

**On the Sellers Contract** sellers have the opportunity to indicate up to three table/booth locations and indicate which sellers you would like to be near to or away from. The Executive Director will use this as a guideline for your table location at the 2016 Show and Sale. The RWCS reserves the right to re-arrange the floor layout to increase the number of available spaces. Every attempt will be made to try and maintain Seller requested locations as close as possible to their requested locations on the floor if the floor plan is changed. **BOOTH SPACES** will be arranged along the walls of the Gymnasium.

### **GUIDELINES FOR SELLERS** - Failure to abide by these rules may result in forfeiture of your right to sell at future RWCS events.

- Consumption of alcoholic beverages and smoking are prohibited.
- Security personnel will admit **ONLY THOSE WEARING SELLER'S BADGES** into the gymnasium during move in and set up hours. No more than 3 Sellers' badges are issued per contract (1 contracted seller, 2 helpers).
- Items may be moved into the gymnasium and set up on **NEW TIMES Friday 2:00 p.m. – 3:00 p.m. or Saturday 8:00 a.m. - 9:00 a.m.**  
Check your table(s) to be sure the legs are securely fastened. **ALL FURNITURE MUST HAVE PROTECTIVE PADS UNDER FEET.**
- **FRIDAY** – Preliminary set up is acceptable. **NO** selling is allowed during set up Friday.
- **SATURDAY** - Unpack, finish set up, and **be ready to sell at 9:00 a.m.** No packing up will be permitted until 1:30 p.m.  
Please be packed out by 4:00 p.m.



Convention July 7 - 9, 2016

### 2016 SELLERS TERMS & CONDITIONS

Show & Sale

Saturday, July 9

9:00am- 1:30pm

Red Wing High School

Red Wing, MN

#### TYPES OF SELLERS TABLES:

NAME: \_\_\_\_\_ MEMBERSHIP #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 MINNESOTA TAX NUMBER: \_\_\_\_\_ ST-19 ON FILE (circle): YES NO

#### TYPES OF SELLERS TABLES: place an X in the seller type and number of table(s) or booth space

- 60% ANTIQUES** (Table size – 2 ½' x 8')
- ONE TABLE (\$45.00)  
 TWO TABLES (\$90.00)  
 THREE TABLES (\$135.00)
- EDUCATION MATERIALS** (Table size – 2 ½' x 8')
- ONE TABLE (\$45.00)  
 TWO TABLES (\$90.00)  
 THREE TABLES (\$135.00)
- 75% SOUVENIRS** (Table size – 2 ½' x 8')
- ONE TABLE (\$45.00)  
 TWO TABLES (\$90.00)  
 THREE TABLES (\$135.00)
- BOOTH SPACE** (Located along the walls of Gymnasium)
- STANDARD SINGLE BOOTH - 10ft - 6in wide x 8ft deep (\$75.00)  
 STANDARD BOOTH & A HALF - 15ft 9in wide x 8ft deep (\$100.00)  
 DOUBLE BOOTH 21ft wide x 8 ft deep (\$125.00)  
 INDIVIDUAL 8ft x 2 1/2ft TABLE FOR RENT (\$15.00 EACH)
- NEED MORE SPACE?** Contact the Executive Director at 800-977-7927

**BOOTH SPACE WILL INCLUDE:**  
**ONE TABLE**  
**ONE CHAIR**  
**THIS YEAR!**

LIST OF ITEMS TO BE SOLD: \_\_\_\_\_

#### LOCATION SELLERS TABLES: include both the letter and number

\_\_\_\_\_ CHOICE # 1                      \_\_\_\_\_ CHOICE # 3  
 \_\_\_\_\_ CHOICE # 2                      \_\_\_\_\_ NO PREFERENCE

PLEASE PROVIDE ANY SPECIAL TABLE LOCATION DETAILS HERE: \_\_\_\_\_

*The RWCS reserves the right to re-arrange the floor layout to increase the number of available spaces. Every attempt will be made to try and maintain Seller requested locations as close as possible to their requested locations on the floor if the floor plan is changed. BOOTH SPACES will be arranged along the walls of the Gymnasium.*

#### HELPER INFORMATION:

NO more than two helpers are permitted during the setup and sale. The helper must be an RWCS member REGISTERED for the 2016 Annual Convention. Indicate the name of the helper. If you need to make a change, please contact the office.

Helper's Name \_\_\_\_\_ Membership # \_\_\_\_\_  
 Helper's Name \_\_\_\_\_ Membership # \_\_\_\_\_

**If you need additional assistance, please contact the Business office, we have members available to assist you.**

#### PAYMENT INFORMATION:

Check here if you have already paid for your sellers table.

**Method of Payment:**       MC       VISA       DISCOVER       CHECK (enclosed payable to RWCS)

**Credit Card payments:** NAME: \_\_\_\_\_

Card Number: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Please fax contract for credit card payments to 651-388-4042 or mail to check address.

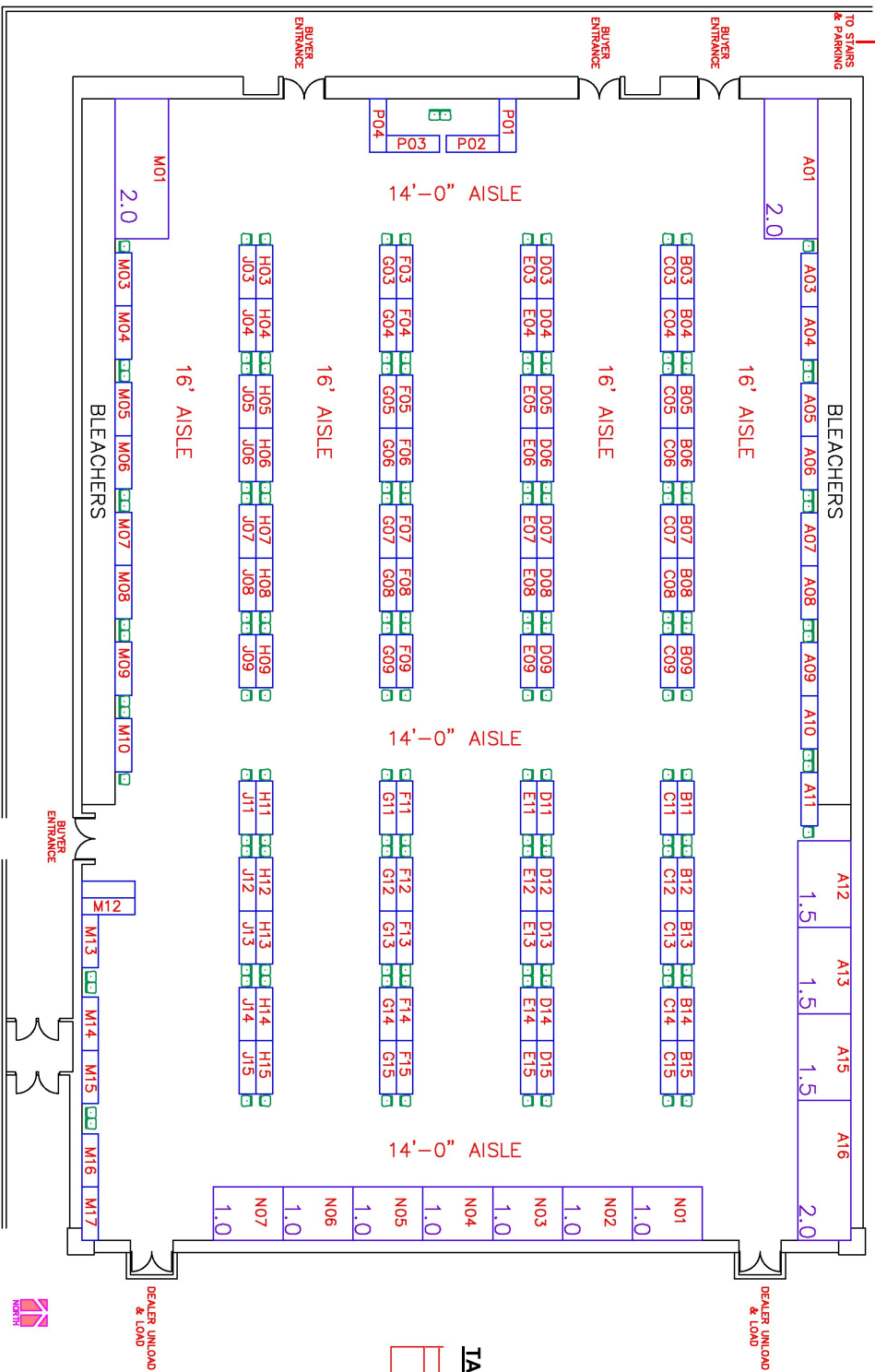
**Checks payable:** RWCS, P.O. Box 50, Red Wing, MN 55066.

I have read and agree to abide by the terms and conditions on the two pages of this agreement. If I fail to abide by any such terms and conditions I may possibly forfeit my right to have a Sellers Table at the 2017 Annual Convention.

Name \_\_\_\_\_ Date \_\_\_\_\_

# 2016 SHOW AND SALE FLOOR PLAN

## ANNUAL CONVENTION RED WING SHOW & SALE FLOOR PLAN



### BOOTH SPACE

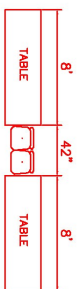
**Standard Booth (1)**  
10ft - 6in wide x 8ft deep

**Booth and half (1,5)**  
15ft 9in wide x 8ft deep

### Double(2,0)

2 1ft wide x 8 ft deep  
BOOTH SPACE WILL INCLUDE ONE TABLE AND ONE CHAIR.

### TABLE LOCATION 8ft x 2.5ft



TYPICAL

**MOVE IN AND SET UP: TWO OPTIONS**  
**Friday, July 8** 2:00 p.m. – 3:00 p.m.  
**Saturday, July 9** 8:00 a.m. - 9:00 a.m.  
 \*\*\*Sellers exhibiting furniture **MUST** have a protective pads under feet.

**SHOW HOURS: 9:00 AM TO 1:30 PM**  
**Saturday, July 9**  
 9:00am Registered Members  
 10:30 am Open to Public

REVISIONS		RED WING COLLECTORS SOCIETY	
NO.	ISSUE	DATE	BY

DATE	03-10-15
DRAWN BY	KUJFEL
PROJ. NO.	2002-02
SHEET NO.	1