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INSTRUCTIONS FOR SELLING AT PORCH SALE

All work must be handmade – i.e. Designed and made by the AACC member. (“Seconds” can be offered for sale if the defect is noted - for example a pottery vase that does not hold water)

In addition to the stick on price label – include tags with any pertinent use or care instructions.

Jewelry must have the metal content labeled. Soap, lotions, and skin care products must have ingredients listed on package. Items not properly labeled will be excluded from the sale.

Items may be brought to the Center one week prior to porch sale start date.

If you have special circumstances, make arrangements with the office to bring your items. Items may be added during the porch sale so just bring when you can during the sale. The porch sale officially ends 2 weeks after the start date but sometimes items remain for sale until the next Monday awaiting the volunteers to take down the porch sale.

Please pick up any remaining items by: 3 weeks from the start of the porch sale. After 4 weeks from the start of the porch sale items may be moved to the annex and after 6 weeks remaining items will be donated. If you have special circumstances, please call the office and make special arrangements in advance.

The Center charges 40% of the sale price for items sold at the porch sale (same as juried artists and goes to assist with general budget expenditures). When the porch sale ends, checks will be mailed within 2 weeks.

Anyone selling items at the porch sale must submit and sign the attached inventory sheet.

I acknowledge that the items submitted for porch sale are my own work, handcrafted and “at my own risk.” While the AACC will strive to keep my items safe – the AACC will not be liable for loss or damage.

Price label requirements

NON-JURIED ARTISTS (AACC MEMBERS)

Please contact the Bookkeeper at bookkeeperaacc@gmail.com by September 30. The Bookkeeper will assign a unique number for you to use in the Porch Sale if you do not already have one. Failure to be assigned a number by will result in your artist information not being added to the Point of Sales platform. The Center will not be able to sell work from artists not listed in the Point of Sales platform.

Once the Bookkeeper assigns a number for you to use, please use a removable adhesive price label for your items for sale (Avery or similar label) with your number, then dash, then PS (meaning porch sale), then space, F20 (meaning Fall (F) and the year (ex. 20)) and the price of your item (see below examples). If you have items that need a pinned or tied tag, place the removable price label on the tag you have attached to the item.

Assigned Number – PS F20 \$8.00
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JURIED ARTISTS

Unsold porch sale items may not be returned to inventory in the shop for sale.

If you are placing work in the porch sale that is also for sale in the shop and a barcode sticker has been placed on your item(s), draw a line through the barcode and write the new price on the sticker. Otherwise, make your price labels as normal with your circled artist number, then # inventory number, but add a dash PS (meaning porch sale), F20 (meaning Fall (F) and the year (ex. 20)), and price as normal. See example below:

2123 # 65 - PS F20 \$8.00
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AACC PORCH SALE – Agreement and Inventory List

**I acknowledge that the items submitted for porch sale are my own work, handcrafted and “at my own risk.”
While AACC will strive to keep my items safe - AACC will not be liable for loss or damage.**

Signature: _____ **Date:** _____

Please Print

Name _____

Address _____

City, State, Zip _____

Phone Number with Area Code _____

Email: _____

Porch Sale ID Number (Juried crafter Number or Non-Juried assigned Number) _____

Porch Sale Inventory List - Fill in and submit with your Porch Sale Items.

Date placed for sale	Date Sold	Inventory #	Price	Description