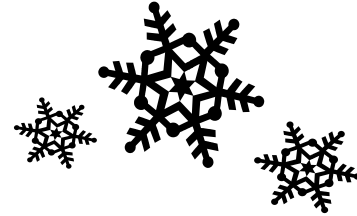


Holiday Marketplace 2009



December 4 - 24, 2009
Friday, December 4, 10am-9:30pm
Mondays - Saturdays, 10am-6pm
Sundays, Noon-6pm
Thursday, December 24, 10am-3pm

HMP participation fee is \$10.00. Only those members who had merchandise in the Annual Fair are eligible to participate in the HMP. FAIR BALANCES must be cleared up by/before November 20th.

Job Slots: Sheets to be completed by each Guild and submitted to Maria Kaldis for merging into the Master list by **Nov. 23**

The following two policies must be enforced for the benefit of all participants as well as to avoid confusion.

- **Once the show is up, only managers and guild Representatives are allowed to move items and/or place new ones on display.**
- **If necessary, an article may be removed from display only on December 18. If you remove an article, it must be brought to Sandy to be scanned out properly.**

We also ask that members do not wear perfumes/colognes as many people are allergic.

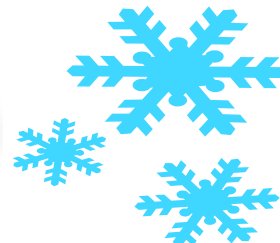
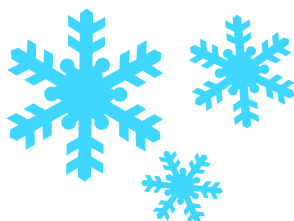
There will be two cash registers the night of the Preview Party, the first Friday, Saturday and Sunday, every weekend. During the week, one cash register will be operating in Plummer Studio.

Again this year, we are planning to add the Seminar Room to our two display areas, Plummer studio and the Gallery. Monique Heymann and her decorating team will again take care of setting up displays and arranging the items in the Seminar Room. During setup, Guild Reps will be asked to designate some large pieces for the Seminar Room display.

A raffle will be set up in the Seminar Room and a sales person will be present at all times. A \$50 gift certificate will be raffled starting December 3 and ending December 24.

Gift certificates will be available at one register in denominations of \$10, \$25 and \$50.

THANK YOU TO ALL OUR MEMBERS WHO ARE WORKING HARD TO MAKE THIS YEAR'S HMP A SUCCESS!



Holiday Marketplace 2009



Friday, December 4, 10am-9:30pm
 Mondays - Saturdays, 10am-6pm
 Sundays, Noon-6pm
 Tuesday, December 24, 10am-3pm



Attention Guild Members: You are eligible to participate in Holiday Marketplace only if you participated with merchandise in the Annual Fair.

Participation Fee: \$10

<u>Inventory Spreadsheet sent to:</u>	<u>Guild Rep</u>	<u>Office</u>	<u>Tags placed in Guild mailslots:</u>
Early initial inventory sheet deadline	tba	Nov. 10	Nov. 12 by noon
Initial inventory sheet deadline	tba	Nov. 17	Nov. 19 by noon
Late initial inventory sheet deadline	tba	Nov. 24	Dec. 1 by noon
Weekly inventory sheet Adds: send directly to Office	n/a	Dec. 1	Dec. 2 by noon
	n/a	Dec. 8	Dec. 9 by noon
	n/a	Dec. 15	Dec. 16 by noon

Inventory Sheets need to be typed using the spreadsheet template (available on the Society website or on the Members' room computer) and should be completed in the time-frames indicated by your Guild Rep.

Computer/Inventory System

- The Members' room computer can be used to enter members' inventory. Please follow instructions posted by computer. Let Sandy know when you have entered your inventory there.
- The Inventory template is also on the website under members. Instructions are included.
- All inventory for each guild must be emailed in or entered on the computer in the Members' room. The rep from each Guild is responsible for making sure a central person for their Guild collects all inventory from guild members, consolidates them into one file and forwards it to the office within the designated deadlines.

ALL TAGS OR STICKERS WILL HAVE A BAR CODE. AFFIX THE TAG TO MERCHANDISE> DO NOT STAPLE OR TAPE ON THE BARCODE. PLEASE MAKE SURE TAGS ARE AFFIXED PROPERLY TO ITEMS TO INSURE THEY DO NOT FALL OFF. TAGS CANNOT BE USED FROM A PREVIOUS EVENT.

Checking-In Inventory At time of check-in, all items will be scanned in by your guild rep before being placed on the Sales Floor.

- It is the responsibility of the participating member to make sure the tags are on the correct item, and that each item is tagged.
- Guild reps when checking in inventory should double check that every item is properly tagged, and all items on the inventory sheet are present.
- **No item(s) should be included on the inventory sheet unless those items are ready to be tagged and scanned in. If a member has an item on their inventory sheet that has not been brought in, the tag/sticker must be returned to the Office.**



**PLEASE CHECK WITH YOUR GUILD'S HMP REP FOR SPECIFIC
DETAILS FOR YOUR GUILD:**

MARKETPLACE SET-UP AND TAKE-DOWN SCHEDULE:

Setup Schedule

Saturday, November 21

10:00 A.M.-Noon

Noon

1:00-4:00 P.M.

Work Crew

Needle Arts

Painters Check in

Sunday November 22

9:00 A.M-Noon

Noon

Painters Hang

Polymer Clay

Monday November 23

10:00 A.M.

Noon

Decorative Arts

Ceramics Scan

Tuesday November 24

10:00 A.M.

Noon

1:00 P.M.

Weavers

Ceramics set up

Basketry

Lock Down November 25-29

Monday November 30

10:00 A.M.

Metalworkers Set up

Tuesday December 1

6:00 P.M.

Woodworkers

Lock Down December 1, 9:00P.M., December 3, 6:00P.M.

HMP Preview Party Thursday, December 3, 6:30 P.M.

HMP Opens to public Friday, December 4, 10:00A.M.

HMP Ends Thursday, December 24 at 3:00 P.M.

Lock Down December 24, 3:00 P.M.-January 2, 10:00A.M.

Take Down Schedule

Saturday January 2

10:00 A.M.

10:00 A.M.

Noon

12:30 P.M.

Noon

Needle Arts

Decorative Arts

Polymer Clay scan

Polymer Clay check out

Metalworkers

Sunday January 3

10:00 A.M.

11:30 A.M.

Noon

Basketry

Woodworkers scan

Woodworkers check out

Monday January 4

Noon

1:00 P.M.

Ceramics scan

Ceramics check out

Tuesday January 5

10:00 A.M.

Noon-2:00 P.M.

2:00-4:00 P.M.

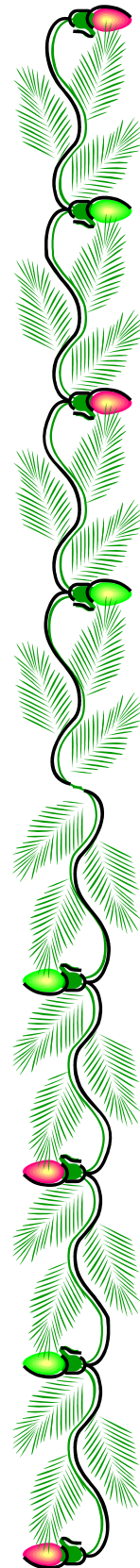
5:00-7:00 P.M.

Weavers

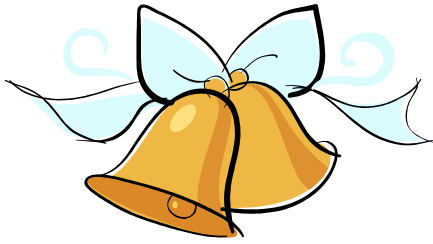
Painters scan

Painters pick up unsold work

Work crew



Holiday Marketplace Preview Party



December 3, 6:30-9:00pm
Metalworkers Studio

Please come and bring a guest.

Please bring a refreshment. *(Follow Food Guidelines- food already fully cooked, not requiring refrigeration, pre-packaged, pre-cut fruit or vegetables, baked goods, candies, nuts)*

Chairing this Year: Painters Guild (food coordination, decorating, set-up, hosting, take-down). Each year, one Guild will host/coordinate the Preview Party.

The Preview Party will again take place in the Metalworkers Studio as well as foyer and members' room. We expect quite a crowd since each member may invite one guest and many town officials are being invited.

Come and party and do some early shopping!!!



ALL SOCIETY MEMBERS Volunteers Wanted for Holiday Marketplace



The Holiday Marketplace involves many people to make it successful. Over the years the event has brought discerning and appreciative patrons to our doors. For this reason we are striving to make the Galleries pleasant and exciting places to shop for those unique and beautiful holiday gifts. With the help of all members we can make this year the best ever. All members benefit from the exposure of the fine work as well as the proceeds that keep the Society running.

Did you know that Anna Marcotte, a Society Sustaining member, has run the delicious Annual Fair Bake Sale every year? This is her way of supporting the concept and the artists of the Society. So if you are a Supporting Society member or a Guild member who doesn't place work in the Marketplace but would be willing to enjoy the company of your fellow members...volunteer for a spot or two on the work schedule. We welcome salespersons, greeters, able-bodied persons to set-up and take-down...there are many ways for you to help...and it's fun!

So please join us this year as part of the Marketplace. You may even be inspired to take a class, come to a demonstration or join us for a preview party.

Supporting Members please contact Anna Marcotte at 781-646-6028, Guild Members please contact your Guild Rep. Your help will be greatly appreciated.