

MDGS Club Sales Booth Instructions - 2024

1. Members who want to sell their glass in the Club Booth must attend two general meetings in their entirety during the regular season (excluding the Holiday Dinner) **AND** work two hours at the annual glass show **OR** work a minimum of four hours at the annual glass show.
2. There is a fee of 5% of the selling price for any glass sold in the Club Booth to cover the costs of tables and supplies.
3. MDGS will not be responsible for breakage or theft of glass from the Club Booth. Please sign the waiver to this effect on the Itemized Packing List.
4. Your glass must be in good clean condition with no chips or cracks.
5. The maximum number of lots allowed is twenty-five (25) per eligible member. Eight plates sold as a set are counted as one lot. Eight plates sold individually are counted as one lot since they can be stacked and marked "each" for sale. A cup/saucer counts as one lot. A cream and sugar sold as a set count as one lot. A cream and sugar sold separately counts as two lots. See the *MDGS Club Sales Booth Labeling Examples 2024* document for examples of how to correctly label your lots.
6. Please price your glass in whole dollar amounts.
7. Glass will only be accepted in a well packed box. An Itemized Packing List must be included with the glass. The list, the contents of the boxes and their labels must agree **EXACTLY**. Put your name on the box(es) as well as on the itemized list.
8. **EVERY** piece of glass (includes cup and saucer or candy jar and lid) must be labeled individually. Please **NUMBER EACH PIECE** to match the corresponding number on the Itemized Packing List. Include your **LAST NAME**, **ITEM NUMBER**, and **PRICE** of the item on **EACH** label. Once an item is priced, it cannot be changed. Once an item is delivered to the Club Booth for sale, it must remain in the Club Booth until the end of the show.
9. Glass must be delivered to the Ford Community and Performing Arts Center in Dearborn on the Friday before the show opens between the hours of 9 am and 4 pm. Glass not delivered by 1pm may not be processed for sale in time for the dealer/volunteer opening at 2 pm.
10. Please include **CLEAN** paper bags (grocery store style) and wrapping paper in your box with your glass.
11. A self-addressed stamped envelope must be included in your box if you would like to receive your check before the Holiday Dinner in December. The proceeds from the sale of your glass will be mailed to you as soon as possible after the show.
12. Your unsold glass must be picked up at the Ford Community and Performing Arts Center **AFTER** the show closes on Sunday afternoon. No glass may be packed prior to the closing at 4 pm. If you cannot be present to pick up your glass, please make arrangements to have someone else get it for you.
13. Please make a concerted effort to find your unsold glass. Every year some members claim they can't find some of their glass. But when everything is said and done, most of the glass shows up on the tables.
14. Please do not pack very heavy boxes. We're all getting older.