



Gates Cactus & Succulent Society

Job Description Sale Chair Person

Responsible for execution of the Club's Annual Sale

The Chair person will be responsible for the generation of income via the sale of plants. The income should be enough to cover the expense of the Annual Show and create excess monies to help support the club.

This is a big responsibility. The Chair should ask for volunteers to help during the year (maximum of 4) and hold meetings prior to the club's general meeting to discuss issues.

1. Location of the Sale is usually at the same place as the Annual Show. This is not necessary, but usual. The location is selected by the Show & Sale Chair in coordination with the Show Chair and Sale Chair and with Board approval.
2. The location of the Sale will dictate the physical requirements of the event. The Chair will be responsible for providing a safe and conducive environment for vendors and shoppers.
3. In 2014, the club continues to use a double tag system for plant identification, pricing and vendor sales tally. One tag is left in the plant pot and the other is collected by the cashiers for totaling of the purchaser's bill. These collected tags are accumulated, sorted by vendor and the vendor's total sales are calculated. Some potters and John Matthews for his top dressing are allowed to present inventory, before and after the sale. For those vendors, no tag is kept.
4. Organize and oversee the Auction at the evening dinner. A separate Chair should be appointed to take this responsibility.
5. Vendors: The vendors that are to be invited should be planned out well in advance. Invitations to sell should be no more than confirmation of previous conversations and or correspondences. The number and quality of vendors invited is of critical importance. Too many vendors splits the total revenue into too small portions. Not enough vendors will keep the total revenue down.
6. As of 2014, the total revenue at the Sale was \$13,500. The current goal is \$20,000. We split the revenue with the vendors, 70% for the vendor and 30% for the club. Expenses for the 2014 S&S were nearly \$4,000. Total club net revenue was about \$5000.

Timeline and Specific Responsibilities

- 1 Immediately following the current Sale, assessments should be made regarding the overall success / failure of the Sale. It is primarily a function of the revenue vs expense. If the club makes money, then the Sale is a success. Make a vendor evaluation. Divide the total sales of each vendor by the number of tables used. This ranking is important in allocating space for the next Sale.
- 2 Make any corrections in facility needed known to the S&S Chair. Planning is already underway for next year's event.
- 3 Make a rough list of vendors to invite for the next Sale.
- 4 Presuming that the S&S dates are approximately the same as the current year (middle May) invites to sell should be sent to prospective vendors around January 1. Vendors should be given until end of Feb to respond.
- 5 Table and chair needs should be calculated and presented to the S&S Chair when requested, presume around Jan 1.

- 6 At this writing, we are planning to expand the Sales tent from one 20' x 55' by adding a 20' x 40' structure. If the club owns the sales tents, then nothing needs to be done. Otherwise sales structure needs should be presented to S&S Chair prior to September 1.
- 7 Determine requirements for the check-out area. Members can supply one or two Pop up tents as needed.
- 8 Transportation of Tents, tables, carts etc. Need to be arranged. Either use members' vehicles or rent a truck. Both for Set Up, and Tear Down.
- 9 Draw diagrams of the sales area. Beginning in 2015, we will charge the vendors, \$10 per table (8' x 30"). The invitations to the sale should include the number of tables allocated to each vendor. A maximum of 4 tables is suggested.
- 10 Club members must be welcomed in the Sale. They must be warned that the plants that they bring to the sale must be clean and pest free. They must double tag the plants if they wish to be paid for their sales. Some club members should be treated as regular vendors and assigned tables as needed. The balance are welcomed to the Sale and should be asked prior to the Sale, how many or what part of any tables they will need. At least 4 tables should be reserved for non-scheduled members' plants.
- 11 Diagram should include the check-out area and how many tables are needed, plus the Holding Table area.
- 12 Include in the table total, 4 tables for the Auction plus 3 for the Holding Table

Before the Sale, beginning with the February meeting, begging:

- a. You will need 6 or more carts, wheeled devices to move purchases to cars and help members bring their plants into the Show.
 - b. Pop-ups need to be reserved as needed.
 - c. Print Auction documents
 - d. Liaise with the Club Treasurer, so that adding machines, cash boxes, change are available and at the Sale by Friday morning.
 - e. Boxes – Begging for members to collect boxes from their local grocers is a good idea.
 - f. Shopping Bags – absolutely necessary. There will never be enough boxes. Purchase shopping bags from U Line 16" X 6" X 12", \$63 per 250 bags as of this writing.
 - g. Sign Up Sheets. Bring to the April & May meetings. Separate sheets for Set up/Tear Down; Sales Tent, Holding Table
- 13 Set Up should take no more than 3 hours on the day prior to allowing vendors to bring in their plants. At least 6 volunteers are needed.
 - 14 Check out – needs 2 to 4 people at all times, particularly on Frida and Saturday mornings.
 - 15 Holding table needs 2 people at all times
 - 16 Tear Down should take no more than 2 hours. At least 4 people are necessary.
 - 17 Money should be given to the Club Treasurer at the close of business each day. Depending on the volume of business, some cash should be removed from the check out area at intervals during the day.
 - 18 Hold every ones hands. Try to solve problems before they become insurmountable.
 - 19 Start over for next year.