

# Wesleyan Potters Annual Sale Form

Please include this form with your corresponding inventory sheet(s). Your inventory sheet must list all the work you will have on consignment at Wesleyan Potters for the 2023 Annual Sale. Please email this form as a pdf or word doc. and attach your inventory sheet(s) as an excel file (.xls). All forms are due by **October 11, 2023**.

Email completed forms to [wesleyan.potters@snet.net](mailto:wesleyan.potters@snet.net)

All forms, directions and craft standards are available for download at

<https://www.wesleyanpotters.com/opportunities/call-to-artists>

Vendor Code:		First Name:		Last Name:	
Address:					
City:		State:		Zip:	
Business Name:					
Phone:					
Email:			Instagram:		
My Inventory Number Starts with 23501 and ends with					
Total number of inventory pages submitted (Including this one):					

Wesleyan Potters attempts to promote all craftspeople who participate in our show. Please provide a variety of jpeg images of your work as well as any digital publicity material you may have (short bio or description of your process, what inspires you to create, selling points like awards won) For social media: 72 dpi digital images work best. For printed materials, send high resolution (300 dpi) images. Please name your image files "your name\_item\_media used" example: "Jane Doe\_cherry vase\_WOOD.jpeg"

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After the sale is over, your preferred method of return: (please circle choice)	UPS	MAIL	PICKUP
Do you want insurance on the return package? (Circle one)	YES	NO	

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## Permission to sell in Wesleyan Potters Gallery Shop

The Gallery Shop at Wesleyan Potters is a smaller retail space open year-round. We would like your permission to select an assortment of items from your unsold inventory at the end of the Annual Sale for inclusion in the Gallery Shop. The commission rate is the same in the Gallery Shop: 40%.

Yes, Wesleyan Potters has my permission to select pieces for the Gallery Shop.

No, please return all of my work at the end of the Sale.

Note: the amount of work selected for the Gallery Shop may or may NOT be the entire remaining pieces from the Annual Sale as our storage and floor space is limited. You may still have work to be picked up or shipped after the Annual Sale.

Please note that the 2023 Annual Sale will run from November 24- December 24, 2023. Inventory pick-ups and shipping will occur after the New Year. Consignment checks will be mailed out January 15-16, 2024.