

Wesleyan Potters Annual Sale Form

Please email this form and your inventory-in sheet(s) to annualsale@wesleyanpotters.com by **Oct 4, 2026**. For detailed submission instructions please visit our website at <https://www.wesleyanpotters.com/opportunities/call-to-artists> and refer to the "Inventory-In instructions for OA" document.

Vendor Code _____ Name _____
 Address _____
 City _____ State _____ Zip _____
 Business Name _____
 Phone _____ Email _____
 Instagram _____

My inventory numbers start with 26501 and end with _____

Total number of inventory pages (including this one) _____

We love to promote all of the craftspeople who participate in this show and to advertise the amazing variety of crafts in the sale. To help us do this, please send a couple of jpeg image and any publicity material (short bio or description of your process, what inspires you to create, selling points like awards won or noteworthy achievements).

For social media: 72 dpi digital images work best. For printed materials, send high resolution (300 dpi) images. Please name your image files "yourname_item_media used" Sample: "Jane Doe_Cherry Vase_Wood"

Comments:

After the Sale is over, the preferred method of return: **UPS** **MAIL** **PICK UP**

Do you want to insure the return package? **Yes** **No**

Gallery Shop at Wesleyan Potters Permission?

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, you have permission to select pieces for the Gallery Shop. 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 **AND** all work left in the shop needs to be picked up by the end of October before clean up for the next Annual Sale!

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