



**Westcountry Potters Association Members' Exhibition**  
**RHS Rosemoor**

**Rules for Exhibitors**

- The show will run from 8<sup>th</sup> to 23<sup>rd</sup> October, 2022
- The exhibition space is in the Garden Room, overlooking the Rosemoor Gardens.
- Each potter may bring a maximum of **either 12 items** (7 display and 5 reserve) measuring no more than 25cm x 25cm x 25cm **or 4 items** (2 display and 2 reserve) measuring over 25cm x 25cm x 25cm.

You may replace smaller items with larger items on a ratio of 3 small items to 1 large item, for example:

If you bring 12 smaller items – you may bring 0 large items

If you bring 9 smaller items – you may bring 1 large item

If you bring 6 smaller items – you may bring 2 large items

If you bring 3 smaller items – you may bring 3 large items

Please do not exceed these limits. If you are unsure how to apply them to your work please contact Anna Hearn at [exhibitions@westcountrypotters.co.uk](mailto:exhibitions@westcountrypotters.co.uk) to discuss **before** submitting your work; please do not wait until the deadline for submitting your Stock Sheet.

- No jewellery will be accepted in the exhibition.
- We will be operating a “replenishment” option for potters who sell out of their work on the stand. When you are down to 1-2 pots (dependent on size), we will telephone you and ask if you wish to replenish your stock. If you do, we will ask you to deliver the **number of pieces you delivered originally less two** to Rosemoor, along with a separate Stock Sheet detailing the additional work. As before, we will ask you to sign and date your Stock Sheet when we have received your work.
- When delivering your work to the show, we will require work to be dropped off at Rosemoor on **Thursday 6<sup>th</sup> October between 12 noon and 3pm. Please ensure that you stick to these times.** You will be able to leave **one** plastic box at Rosemoor, containing your wrapped Reserve pieces. All other boxes/wrap must be taken away with you.
- Please note the following requirements:
  - Please wrap your work individually and securely in bubble wrap – please do not use newspaper or tissue paper. Bubbles on the inside please.

- Please pack your pots in **clear plastic storage boxes with lids** – each to have a label on the outside with your name and mobile phone number
- Please attach a sticky label with your name, your stock number, and an R if the item is a Reserve item on the outside of each wrapped piece of work
- Please attach a sticky label with the stock number and price on the bottom of the actual work – see 'labelling your work' below
- If your work has to be constructed, please include a photograph of the assembled form and any special assembly instructions
- We would recommend not submitting any work which has a small base compared to the rest of the pot, or which may unbalance easily. Should any items fit this criteria however, we ask that you supply museum putty to secure them as far as possible.
- Please note all work submitted must be for sale at the show – we cannot accept any work which is “NFS”
- If you have them, please do bring along business cards which will be stored under the sales desk and included with any sale you make
- Please collect your unsold work after the show has closed on **Monday 24<sup>th</sup> October between the hours of 12 noon and 3pm.** You will be responsible for checking and packing your work; there will be WPA representatives present to assist you and answer any questions. If you cannot attend, please arrange for someone to collect on your behalf as we cannot be responsible for uncollected work; please advise Anna Hearn [exhibitions@westcountrypotters.co.uk](mailto:exhibitions@westcountrypotters.co.uk) if you are nominating a collector.

### Labelling your work

All of your pots must have one label on the base. Please ensure that you use **white 16mm x 22mm labels** which can be bought easily at Rymans or similar. Please do not use sellotape and paper or similar to label your work.

Please write clearly on each label the pot price in round pounds, and your stock code which is your allocated initials and the pot number, for example John Smith's first pot would be labelled 'JS1 £75'. Pots should be numbered from 1, so the labels should look as follows: "JS1 £55"; "JS2 £95" etc. Please write clearly in black.

### Stock sheet

All your work needs to be listed on a WPA Stock Sheet; an electronic copy will be supplied separately. This must be completed electronically by typing directly onto the document, then resaving it as a word document. Please then submit this via email to Anna Hearn on [exhibitions@westcountrypotters.co.uk](mailto:exhibitions@westcountrypotters.co.uk) **no later than Friday 16<sup>th</sup> September 2022.** This is so we can create a centralised price list for visitors to the stand, load the prices onto our WPA Zettle card payment machine and create a Stock Sheet File. We will ask you to sign and date your Stock Sheet when we have received your work; and sign and date again when you collect your work.

For each item please complete:

**Description** – The title of the work, followed by the medium; e.g. Tall Vessel, Earthenware

**Item Number**– your allocated initials and sequential number (starting at 1)

**Sale Price** – The price the item will sell at in round pounds

**Reserve** – Please write “R” to show which items are Reserve items

Please note – after 16<sup>th</sup> September no amendments can be made to your Stock Sheet.

### **Curation of the Gallery**

The WPA carefully selects experienced curators for our Gallery. These curators work hard to create a flowing, dynamic and unique display which is pleasing to visit and gives excellent opportunities to all our members who have been selected to exhibit with us.

### **The Curators' decision on the placement of work on the stand is final.**

During the course of the exhibition, if a lot of work has been sold and the display would benefit from a rearrangement of artists' work, this must be agreed between the two current Stewards and confirmed with Anna Hearn. Further details will be in the Stewarding Pack.

### **Sales**

The WPA will take all payments for sales of pots through their card machine; we do not accept either cash or cheques as payment. Work sold will be wrapped in eco bubble wrap which we will supply and sold items will be replaced from your reserve stock (if available). The sales commission is 25% of your retail price; we will absorb the card payment fees. After the show the Association Treasurer will contact you for bank details, and you will receive payment for sales by BACS directly to your bank account.

### **Your publicity**

Please e-mail Anna Hearn [exhibitions@westcountrypotters.co.uk](mailto:exhibitions@westcountrypotters.co.uk) with a 50-word potter's statement. **Please ensure that this is sent to us no later than 9<sup>th</sup> September 2022.**

### **Insurance**

The Association does not carry insurance against loss or damage of members' work so you should arrange this yourself should you consider it necessary. We do all we can to protect your work and to promote it to customers at the show but cannot be held responsible for any loss or damage.

### **Stewards**

I will contact you separately about arrangements for stewarding.