



Westcountry Potters Summer Exhibition at RHS Rosemoor
July 18th-August 2nd
RHS Garden Rosemoor Torrington EX38 8PH

Rules for Exhibitors 2026

- The show will run from **July 18th until August 2nd, 2026.**
- We have arranged for a 6m x 3m stand utilising our custom-built display furniture.
- 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 Claire Davey-Potts at 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 on the stand
- When delivering your work to the show, we will require work to be dropped off on **Friday 17th July between 12 noon and 2pm. Please ensure that you stick to these times.** WPA reps will be on the stand and will check, take your work and give you the relevant documents to sign. All spare wrapping and storage boxes will need to be removed as there is no extra room to store these on the stand.
- Details regarding the drop off and pick up service will be arranged individually. We are planning to offer a service from Tiverton/Taunton between
- 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 attach a 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 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 business cards, please do bring them along. They 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 3rd August**. **You will be given a time slot to collect and pack your pots; please ensure that you stick to these times.** You will be responsible for checking and packing your work; there will be two WPA volunteers on the stand 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 Claire Davey-Potts at 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 Claire Davey-Potts on exhibitions@westcountrypotters.co.uk **no later than Sunday 28th June 2026**. 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 28th June 2026**, 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 show, if a lot of work has been sold and the stand would benefit from a rearrangement of artists' work, this must be agreed between the two current Stewards responsible for the stand on the day. Further details will be in the Stewarding Pack.

Sales

The WPA will take all payments for sales of pots through their card machine, using the show Payment Service as a backup in case of problems; 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 now 15% 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

We will promote the event through our social media and website. We also need your details to include in the catalogue and/or for a bio.

Please e-mail Claire Davey-Potts at exhibitions@westcountrypotters.co.uk with a 50-word potter's statement or bio. **Please ensure that this is sent to us no later than Sunday 28th June 2026**

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

We need as many of you as possible to steward if you are able. I will contact you separately about arrangements for stewarding.

CHECKLIST

Artist statement/bio to exhibitions@westcountrypotters.co.uk : **Sunday 28th June**

Stocksheet to exhibitions@westcountrypotters.co.uk: **Sunday 28th June**

Delivery of pots: **Friday 17th July 12-2pm**

Please bring:

- Pots labelled and securely wrapped as above
- Printed Stock sheet as a spare

Collection: time slot to be advised **Monday 3rd August**

Additional documents to be sent closer to the date:

- Stewarding arrangements
- Site map and key