

# GREENWICH HOUSE POTTERY

# MADE IN CLAY

GHP West Village – 16 Jones Street  
GHP Chelsea – 80 Eighth Avenue

Saturday, December 7, 5:00–8:00 p.m.  
Sunday, December 8, 12:00–5:00p.m.

**Greenwich House Pottery students are invited to participate in our annual sale!**

## **ENTRY PROCEDURE:**

1. Made in Clay (MIC) is a sale in which GHP students registered for any class in 2024 are invited to sell their ceramic work.
2. Due to limited available space, there is capacity for 58 sellers between GHP's two locations. Interested students must enter a lottery to participate.
3. Participants will be chosen by lottery. Tables will be assigned at random, with participants placed at either location.
4. Each seller will be provided a tabletop space that is approximately 30" x 30".
5. A \$95 table fee is required to participate. If students opt to share tables, the fee is \$45 each. Table partners will be assigned and are subject to the lottery system. It is not required that work be made here, but all work being sold must have a ceramic component.
6. To enter the lottery, complete the [online agreement](#) by November 11, 2024. We cannot accept late entries.

**ENTER LOTTERY TO PARTICIPATE by 11:59 p.m. on Monday, November 11**

**TABLES DRAWN AND PARTICIPANTS NOTIFIED on Tuesday, November 12**

**CONFIRMATION OF PARTICIPATION AND ONLINE PAYMENT by Saturday, November 16**

**SALES:** All sales from this exhibition are to be handled by each seller, via whichever means they wish (cash, personal point of sale system (Square/Shopify etc.), Venmo, Zelle, etc.). The Pottery will not take a commission. All artists retain 100% of sales. We encourage sellers to comply with all business and tax regulations by registering your business, collecting sales tax, and reporting and remitting sales tax as needed. If you have questions, consult with an accountant or visit [www.irs.gov](http://www.irs.gov) for more details. GHP will provide a central wrapping station on the first floor.

**PRICING:** This is not a seconds sale. All work should be reasonably priced to present as fine craft we are proud to introduce into the market. There is a \$15 minimum price on any item. At the very least, we recommend that prices cover the cost of firing (at the GHP rate \$0.06 per cubic inch). If needed, talk to your fellow artists or see education staff to discuss an appropriate range.

**SET UP DATES AND INSTRUCTIONS:** Artist locations will be in the four wheel and handbuilding studios at Jones Street or in the wheel studio, handbuilding studio and mixed-use studio at GHP Chelsea, placement is determined by lottery. Participating artists are responsible for unpacking, setting up, and taking down their work for the sale. If you require elevator assistance for mobility needs, please make us aware and you will be placed at the Chelsea location which has a freight elevator. Artists must be present the entire sale day, and may not pack up their work early.

Artists must be able to set up and take down their work within the following time periods:

**SET UP: Friday, Dec. 6, 4:00 p.m.–8:00 p.m.; Saturday, Dec. 7, 2:00 p.m.–4:00 p.m.**

**TAKE DOWN: Sunday, Dec. 8, 5:00 p.m.–7:00 p.m.**

**LIABILITY:** Greenwich House Pottery does not provide insurance coverage for works in this sale. All participants are expected to keep track of their own inventory.

**PROMOTION:** All participating artists are expected to help promote the sale at both sites through social media, email, flyers, etc. GHP will create a press release, postcards, GHP e-blasts, and GHP Facebook event. Artists are encouraged to share GHP and each other's Facebook and Instagram posts. MIC postcards will be available for artists to hand out.

**REFRESHMENTS:** Wine will be provided. We do not require a volunteer shift however sellers are encouraged to bring cookies or other treats for attendees to enjoy at the snack tables.

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## PARTICIPANT AGREEMENT

As a participant of Made in Clay 2024, I have read and understand details of the sale as outlined in this document and I agree to the following terms:

- **I commit to participating in MIC** if selected by lottery and will not withdraw absent of an unanticipated emergency. Any withdrawals after November 16 will receive a 50% refund of the table fee. I realize the effort that GHP puts into planning, layout, postcards and signage, set-up and take-down. Withdrawals complicate and jeopardize the success of MIC.
- **As a participating artist I will keep my display set up for the duration of the sale. I agree to the MIC timeline.** I will set up and pack up in a timely fashion. If unable to setup or pack up myself, I will send a proxy to do so.
- **I agree to reasonably price my work.** At minimum, prices must cover the cost of firing (at \$0.06 per inch). There is a \$15 minimum price.
- **I will sell quality goods.** I understand that this is not a seconds sale. I will not sell work with cracks, chips, sharp edges or kiln wash.
- **I understand that GHP does not provide insurance coverage for works in MIC.** I will inventory and track my work in the space.
- **I understand that this sale is supposed to be a celebration** of the wonderful work GHP artists are doing, and I am committed to being a supportive member of the community and following the rules of the sale to help my fellow artists and the GHP staff make MIC the fun event it is meant to be.

Those selected to participate will receive email confirmation on November 12. Included will be a link to submit payment of table fee. Payment of the table fee will serve as agreement to the terms outlined here.