

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

MADE IN CLAY 2025

December 13th, 4:00 p.m.–8:00 p.m.

December 14th, 12:00–5:00p.m.

Greenwich House Pottery West Village, 16 Jones Street

ENTER LOTTERY TO PARTICIPATE by November 8

TABLES DRAWN AND PARTICIPANTS NOTIFIED on November 12

CONFIRMATION OF PARTICIPATION AND ONLINE PAYMENT by November 17



ENTRY PROCEDURE:

1. Made in Clay is a sale in which GHP students registered in 2025 are invited to sell their ceramics.
2. Due to limited available space, there is capacity for 40 sellers. Interested students must enter a lottery to participate.
3. Interested participants will be selected at random by lottery. Tables assignment will also be drawn at random.
4. Each seller will be provided a tabletop space that is approximately 30"x30".
5. A \$95 table fee is required to participate.
6. A seller may share a table with another student, but is up to the participants to coordinate. Both participants should complete the agreement but make note that the table will be shared.
7. It is not required that work be made at GHP, but all work being sold must have a ceramic component.
8. To enter the lottery, complete [online registration](#) by November 8. We cannot accept late entries.

SALES: All sales from this exhibition are to be handled by each seller, via whichever means they wish (cash, personal point of sale (square/shopify etc.), Venmo, Zelle, etc.).

All artists retain 100% of sales.

The Pottery will not take a commission. Though we only require a table fee, we encourage a suggested donation to the Pottery of 15% of sales totals exceeding \$1500 to help support the cost of staffing and refreshments.

We encourage you, as a seller, 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, we recommend you consult with an accountant or visit www.irs.gov for more details.

Artists should do their best to price fairly. This is not a seconds sale. There is a \$15 minimum price on any item. At the very least, prices must cover the cost of firing (at the GHP rate 0.06 per cubic inch).

SET UP DATES AND INSTRUCTIONS: Artist locations will be in the wheel and handbuilding studios; placement is determined by lottery. Participating artists are responsible for unpacking, setting up, and taking down their work for the sale.

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, 4:00 p.m. - 8:00 p.m.; Saturday 2:00 p.m.-4:00 p.m.

TAKE DOWN: Sunday, December 14, 5:00 p.m. – 6:30 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 work and help others do the same.

PROMOTION: All participating artists are expected to help promote the sale through social media, email, flyers, etc. GHP will create a press release, postcards, GHP eblasts, social media posts 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 table.

MADE IN CLAY

PARTICIPANT AGREEMENT

As a participant of Made In Clay, 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. I realize the effort that GHP puts into planning, inventory prep, 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 price fairly.** 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 keep an eye out for my work, and help the artists around me by doing the same for them.
- **I understand that this sale is 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, included will be a link to submit payment of table fee. This will serve as agreement to the terms outlined here.