

Spring Ceramics Sale, May 4-5, 2026

1. Ceramic work must be in **plastic Rubbermaid-type** boxes that are clearly labeled with your name. Absolutely no work in cardboard boxes or paper bags. The studio ceramic work is stacked and re-stacked many times, and sturdy boxes that stack well are easier to transport and to store.
2. **Sign up for work shifts.** Sign up sheets are posted online. If you sign up and work for 1 or more 2-hour shifts, your sales will be split the following way: 65% for artist, 35% for the studio. If you are not able to sign up for at least 1 2-hour shift, your sales will be split the following way: 55% for artist, 45% for the studio
3. All ceramic work must be dropped off in the Ceramics Studio by **3pm on Friday, May 1** or in Lobby 10 **Monday, May 4 at 8am**. It must be properly labeled and accompanied with this agreement, your inventory sheets and sales record sheets.
4. **Paperwork:** there are four types of forms that you need to fill out to participate in the sale.
 - a. This agreement (sign and date below)
 - b. The inventory sheet. This is where you write brief descriptions or draw pictures of the work you submit to the sale, in case a sticker falls off or you have missing work.
 - c. The sales record. This **must** be printed on colored paper. White stickers on white sales records are too hard to see. The color does not matter as long as it's not white!
 - d. The volunteer shift schedule. This is a google sheet which you can access online. If you have trouble using the google sheet, please email Jamie, jamiem@mit.edu, or art-studios@mit.edu the days/times you are available to work.
5. **White labels:** Every item must have a white label, and you should also affix a label to the top of your inventory sheet. Each sticker should have the item number in the upper left, your initials in the upper right, and the price at the bottom, like this:



The studio provides white stickers and printed paperwork. You can pick up materials in the ceramics studio or Stacy can mail stickers and paperwork to your on campus mailing address. Please email Jamie if you would like materials mailed.

6. **It is your responsibility** to pick up your work in Lobby 10 at 5pm on Tuesday, May 5. If you cannot be there, please send someone in your place. The studio cannot be responsible for work that is damaged or lost in the packing process; the best way to ensure that all un-purchased work is returned to you in good condition is to come and pack it yourself.

By signing this form, I agree to all of the procedures above

Printed name: _____

Signature: _____ Date: _____

Email: _____