W20 Art Studios Fall Ceramics Sale Participation Agreement

December 7–8, 2026

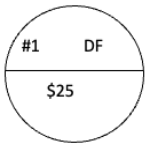
1. Ceramic work must be in **plastic Rubbermaid-type** boxes that are clearly labeled with your name**.** Absolutely no work in cardboard boxes or paper bags. Ceramic work is stacked and restacked many times, and sturdy boxes that stack well protect your work and are easier to transport and store.

2. **Sign up for work shifts.** Sign-up sheets are posted online. If you sign up for and work at least one two-hour shift, your sale proceeds will be split 65% to you, the artist, and 35% to the studio. If you are not able to complete at least one two-hour shift, your sales proceeds will be split 55% to the artist and 45% to the studio.

3. All ceramic work must be dropped off in the Ceramics Studio by **3pm on Friday, December 4,** or in Lobby 10 **at 8am on Monday, December 7.** All work must be properly labeled and accompanied by this signed agreement, your inventory sheets, and your sales record sheets.

4. Paperwork. You will need to complete the following items in order to participate in the sale. Printed copies and white stickers are provided and available in the W20 Ceramics Studio. Please email art-studios@mit.edu if you have any difficulties getting materials.

    a. This **Participation Agreement**. Sign and date below.
    b. **Inventory Sheet**. Use it to provide brief written descriptions or illustrations of the work you submit to the sale, in case a sticker falls off or work goes missing.
    c. **Sales Record**. Must be printed on colored paper, as white stickers on white sales records are too hard to see. Any color except white is fine.
    d. **Volunteer Shift Schedule**. Sign up to work at the sale using the Google Sheet accessible at arts.mit.edu/ceramics-sale-volunteer. If you have trouble accessing the schedule, please email art-studios@mit.edu with the days and times you are available to work.
    e. **White Stickers:** Every item must have a white sticker, and you should also affix a sticker 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:



5. **It is your responsibility** to pick up your work in Lobby 10 on **Tuesday, December 8 at 5pm**. 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, you agree to all of the procedures above.

Printed Name: _____

Signature: _____ Date: _____

Email: _____