**WEST FOREST POTTERS EXHIBITION 2018**

Our ceramic exhibition, which is for the promotion of hand-made ceramics, is once again part of the Henley Arts Trail. We will be exhibiting at the same venue as last year, Neville Hall, Milley Lane, Waltham St Lawrence, RG10 0JP

Saturday 5th May – Monday 7th May, 10am to 5pm

**Exhibiting**

You are invited to join WFP in our annual exhibition:-

* There will be a flat rate entry fee of £10, to be sent as a cheque with your intention to exhibit (Please make cheques payable to ‘West Forest Potters’). If you wish to make your payment online please contact Alison Bridgeman at [alisonwain@hotmail.com](mailto:alisonwain@hotmail.com)
* Deadline for applications to exhibit is 11th April, you will be able to give your applications and entry fee to Alison Bridgeman at our meeting on that date. Due to limited space in the hall, the number of tables is a maximum of 20, so places will be allocated on a 'first come' basis. If you feel you would like to exhibit but feel you do not require the space of a full table please contact Wendy Chamberlain at [the.howff@btinternet.com](mailto:the.howff@btinternet.com)
* 20% of the takings are retained by West Forest Potters.
* Each exhibitor is expected to be available for at least **one stewarding session** and to make a **home- made cake donation** for the sale of refreshments.
* Up to 18 items can be on display at any one time. More items can be stored under your table and you will be able to replenish your display when sales are made.
* It may help your sales if you have given your display some thought beforehand – feel free to bring table top display material for your work. Please bring a plain cloth to completely cover your table and hide additional work/boxes underneath.
* Please email a 'Potters Profile' (max 100 words, can include a photo of you or your work) to [caroline.gatfield@btinternet.com](mailto:caroline.gatfield@btinternet.com)so that she can format this to A5 with WFP logo to be displayed in an acrylic free-standing poster holder (supplied by WFP) with your work. If you sent this last year and do not want to change your profile please email Caroline to let her know.
* This year we are not holding a preview evening, set up of your work will be **Friday 4th May 7.00pm PROMPT.**

Although we will supply standardised labels to be placed on the tables, please also label each exhibit with your **name, price** and **number** corresponding to the list.

Please note – all possible care is taken of your work, but West Forest Potters cannot accept responsibility for loss or damage. If you wish to insure your work, please make your own arrangements.

Please collect unsold pots from the venue on Monday 7th May at **5pm PROMPT** or arrange for someone else to collect (tell us who). Please don’t be late as we have to vacate the building by 5.30pm.

Please complete form 1 straight away,(so we can get the labels ready). This form can be filled out in the word document, saved to your computer and then returned by email to Alison Bridgeman at alisonwain@hotmail.com.

Form 2 should be printed out and brought along on the evening of Friday 4th May, with your items to exhibit. Please set out your items on the tables provided when you get to the venue, though we may alter the lay out for the final exhibition

If you would prefer not to fill out the forms electronically you can print them out, complete them by hand and post them to Alison Bridgeman at 20 Rotherfield Close, Theale, RG7 5AE. Tel no: 07515 874295

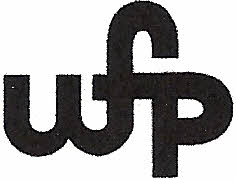
**Refreshments**

We are looking for donations of home-made cakes, tray-bakes or cookies to sell with refreshments as these sales significantly help to cover our costs (and keep down the individual cost of entry fee); the teas we sold last year proved a great success. It attracts people to the village, and we found people lingered for longer, thus falling under the spell of our pots all the more. Home-made cake contributions should be brought with your items on set-up day.

**Publicity**

One of the benefits of holding our annual exhibition as part of the Henley Arts Trail is the publicity provided, especially on Facebook. To help with this we are always looking for photos of your work. Please send any photos of recent work to Wendy Chamberlain ([the.howff@btinternet.com](mailto:the.howff@btinternet.com)).

HAT brochures for you to distribute will be available at the West Forest Potters meeting on April 112018, please take as many as you require and distribute as widely as possible. The brochure can also be downloaded from [www.henleyartstrail.com](http://www.henleyartstrail.com/)

**WEST FOREST POTTERS EXHIBITION 2018**

**Form 1**

**Intention to Exhibit**

**Please enter your details:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Home Phone No |  |
| Mobile No |  |
| Email |  |

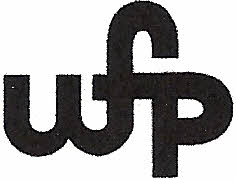
**Please delete where applicable:**

|  |  |
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| Y/N | I will be exhibiting with West Forest Potters this year, I will be entering approximately **?** items. |
| Y/N | I will bring a plain cloth or sheet for my table. |
| **Y/N** | **I will bring my items to exhibit and cake contribution at 7.00pm on Friday 4th May to Neville Hall Waltham St Lawrence**. |
| Y/N | I would like access to power (**NB we cannot guarantee that this will be possible)** |
| Y/N | I would like to have a table against a wall (**NB we cannot guarantee that this will be possible)** |
| Y/N | Although not exhibiting this year, I am able to do a stewarding session. |

**Stewarding Sessions**

Please select your 1st 2nd and 3rd choices by marking 1, 2 and 3 in the chart **It would be very helpful if you would be willing to do two stewarding sessions, please indicate whether you could do this – Y/N**

|  |  |  |
| --- | --- | --- |
| Date | 9.45am – 1:45pm | 1:15pm – 5.15pm |
| Saturday 5th May 2018 |  |  |
| Sunday 6th May 2018 |  |  |
| Monday 7th May 2018 |  |  |

**WEST FOREST POTTERS EXHIBITION 2018**

**Form 2**

**NAME:**

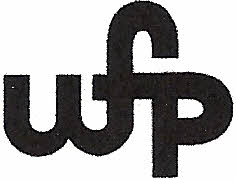
**Home No: Mob No: email:**

We use this form as a mean of recording sales at the exhibition and for making sure you receive correct payment. Please label each exhibit with your **name, price** and **number** corresponding to the list. Please do not list several similar items of the same price with the same number; it makes tallying sales very difficult.

**PLEASE KEEP A COPY OF THIS LIST FOR YOUR RECORDS**

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**DON’T FORGET TO SAVE THIS DOCUMENT TO YOUR COMPUTER BEFORE YOU EXIT**

**WEST FOREST POTTERS EXHIBITION 2018**

**Form 2 (Additional stock form)**

**NAME:**

**Home No: Mob No: email:**

**PLEASE KEEP A COPY OF THIS LIST FOR YOUR RECORDS**

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|  | **Description** | **Price** | **Purchaser** | **Paid** | **Taken** |
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