

## **Artist Submission Guidelines**

We are always seeking new work to add to our gallery and share with our clientele. If you feel that your work would be an excellent fit, please submit a portfolio that includes the following:

- 10 images in the form of slides
- Label images with the following information ( or include a separate ID sheet): size, medium, price
- Artist statement and/or a description of your work and process.
- Resume and any other pertinent information about yourself
- Self addressed stamped envelope for the return of all portfolio materials

These materials should be sent to:

**Springfield Pottery  
Artist Submission  
416 South Campbell Avenue  
Springfield, Pottery 65806**

### **Please note:**

- All work must be original, one of a kind, and a natural fit within our gallery.
- Our consignment agreements are provided in writing upon acceptance of your work. Springfield Pottery retains 40% of all retail sales.
- Springfield Pottery must review all portfolio submissions via mail before an appointment can be scheduled.

Thank you for your interest in our gallery!