



Please take some time to review the following guidelines carefully. We hope this information will clarify some common concerns for our resident artists. If you still have questions regarding your stay, please don't hesitate to ask.

## **PWS House Rules**

- Safety first!!! Please be mindful of yourself and others around you.
- All resident artists are covered for accidental injury within The Pottery Workshop property.
- Residents have 24 hour access to the Residency Studio.
- Our business hours of operation are 9:00am to 12:00pm and 1:00pm to 5:00pm, Monday-Saturday.
- Lunch is served at 12:00pm and dinner is served at 6:00pm in the dining room every day except Sunday. In this room, there are cold beverages available for purchase, DVDs to be watched, a computer to use and couches to be enjoyed. .
- Quiet time is from 9:00pm to 8:00am in resident housing.
- Our Cafe is open from 9:00am to 12:00pm and 1:00pm to 6:00pm every day.
- No smoking allowed on PWS property, unless designated.
- We have zero tolerance regarding illegal and/or irresponsible drug use.

## **Arrival**

- Please come to our office to fill out some paper work and check in after your arrival.
- For residents staying long-term, residency fees can be paid every 2 weeks in advance. The remainder of your initial deposit will be subtracted from your final balance. Please see our cashier in the office for payment.
- Our staff will take you on a tour of PWS.

## **Accommodation**

- Please help us conserve energy by remembering to turn off lights and air-conditioners.
- A safe in the office is available for important documents.
- A computer with internet access is available to use in our dining room. Wireless internet connection is available throughout PWS property. Please ask our staff for the password.
- Bikes may be available for use. Always lock the bike and return the keys afterwards.
- Please notify staff if you would like to rearrange the furniture in your room.
- Our cleaning staff will clean your room and change your bedding once a week.

- Public spaces such as bathrooms, hallways, kitchens are maintained every day except Sunday.
- Please mark your food in the fridge with your name, room number and dates. Neglected items will be thrown away..

## Studio

- We will have a meeting for all resident artists at the Cafe every Monday at 1:00pm to check in on studio life.
- Visitors to artist studios must be accompanied by our staff. If you see any strangers in the studio, please ask them to go directly to the office if they want to have a tour of PWS.
- All sanding, grinding and dusty processes must be completed in the ventilation booth in the kiln room.
- All materials which emit fumes, odor and smell must be completed in the ventilated studio space.
- Always close doors, windows, turn off wheels, lights, air-conditioners, heaters etc. when you leave the studio. Keep doors and windows closed when air conditioning is running.
- **Never leave your valuables in the studio.** You will be assigned one locker in the studio to keep your belongings.
- Artists should clean their own working space and tidy everything up in studio regularly. A clean studio is a safe studio.
- Our cleaning staff cleans public spaces regularly.
- If you need any specific materials or tools from our workshop, please ask our staff. There are some communal tools, but the majority of tools are purchased (and taken home) by our residents.
- You are expected to use Sculpture Factory public kilns during your stay.
- The Pottery Workshop kilns are designated for our Design Studio. If resident artists need to rent our kilns, the firing reservation should be booked in advance. Cost will be based on our prescribed rates and priority will go to the Design Studio.
- If you hire an assistant or artisan to work with you, please inform us first.
- Artists are responsible for their own personal assistants and craftsmen. A contract may be required. Do not leave them alone in the studio. **You are held fully responsible for their health, behavior and activity while working on the PWS premises.**
- Please keep a safe working area for yourself and others.

## Departure/Travel

- There are a few methods for shipping your work abroad. Our residents usually choose from the following services: carrying your work with yourself on the plane, China Post/EMS, DHL, Sea Freight Agency and Internal Logistics. PWS staff will assist you in this process. It is required that residents notify our studio staff of their shipment **10 days before departure from PWS**. Shipment regulations change frequently.

- We are not responsible for any works, tools, or personal belongings left in the studio after your departure.
- We are able to assist in making reservations of hotels and flights. **Please notify office staff 10 days before departure.**
- On the day of your departure, **check-out is at 12:00pm.** At this time residents will have to return keys, collect the deposit, pay any outstanding balances and prepare for departure.
- PWS accepts cash and credit cards for all PWS residency, material and kiln firing costs.

**Late check-out is available at no charge if there are no residents checking into your room on the same day**

## **\*\*International Shipping Notice\*\***

Please provide a 10 day advanced notice for all shipments.

### **Please refer to the following procedures:**

- Collect all items to be shipped and please provide an inventory of items you are choosing to ship.
- PWS is able to recommend a shipping agency. We will arrange for a meeting to review current shipment regulations and shipping standards.
- Oil and oil based materials are prohibited.
- Liquid and powder are not allowed to ship except by ocean freight agency.
- We can assist you in ordering the crate. The size of the crate you need which will depend on your shipment quantity. Shipment agent may require fumigation, which will take a minimum of 10 working days to complete. If necessary, there will be an extra fumigation fee.
- Some shipments will require lead testing. Additional forms and fees may be necessary.
- Pack all your work properly with proper material.
- Newspaper or any material with text is not an option as a packing material.
- Please ask relevant staff for ordering packing material.
- Always remember to contact the shipping agent to check your package before sealing your shipment. At the same time, you have to pay the shipping company for shipment charges in cash. Shipment agents do not take credit cards.
- Arrange for the shipping company to collect the crate before you leave PWS.
- PWS is not liable for transactions between you and the shipping company.
- Some shipment costs on the following pages are available for reference.