

**2011 Clayfolk Show Application Instructions and Guidelines**  
**Show Dates & location: November 18, 19 & 20th at the Medford Armory**

**Fees, Commissions & Dropping Out:**

Participation in any booth size is allocated by a member's points, tie's are to be decided by lottery. Look for your name in the July newsletter to confirm your place in the show.

1. You must be a current Clayfolk member to participate. (please fill out member page \$15 for June '11- to June '12)
2. (A) Full or Half booths - Clayfolk commission is 15% on sales over \$300  
(B) Group Booth- Clayfolk commission is 15% on all sales
3. If you drop out prior to August 1<sup>st</sup>, you will receive a full refund of your booth fee.
4. If you drop out between August 1<sup>st</sup> and August 31<sup>st</sup>, you will only be refunded 1/2 of your booth fee.
5. If you drop out on or after September 1<sup>st</sup> you will forfeit your entire booth fee.
6. Waitlisted applicants will be refunded booth fees, right after the show if no space becomes available to participate.
7. If you are dropping the show you must contact the Show Chair ASAP- Debora Mahannah 541-846-6741

**General Conduct:**

1. Attendance is required for opening night.
2. After unloading your vehicle during set up hours, please move it, so someone else may unload theirs.
3. Park away from the building on show days to give customers the closest parking
2. No pets are allowed in the armory.
3. Participants are encouraged (but not required) to be in their booth throughout the sale.
4. Show up for your shift assignments on time. It is your responsibility to make arrangements for someone else, to do your work shifts for you. If you do not show up you may not be able to participate in next years show.
6. Failure to cooperate with show guidelines could result in immediate removal from the show.

**Booth Spaces:** (full booth-10'x10') (half booth 10'x5') Group booth is approx. 4 liner feet wide and several feet high with 4 shelves provided.

1. Bring enough lighting to illuminate your booth. **Do not depend on room lighting.**
2. Bring a power strip with circuit breaker (don't plug into your neighbors power strip). Each booth is restricted to 500 watts and light bulbs should not exceed 60 watts each. It is helpful to inform neighbors where booths' on/off switch is.
3. Have your name, picture and a short "biography" on display in your booth.
4. Have table coverings clean, pressed and extend to the floor.
5. Be prepared to provide a backdrop (and sides) as your booth may back up to another with visible cords.
6. All backdrops, table coverings, etc must be fire retardant treated. No open flames allowed (candles etc.). The recipe is as follows: 5 parts boric acid, 6 parts borax soap, 100 parts water, by volume. Mix in warm water to dissolve- submerge fabric- hang to dry.
7. Your booth cannot have a roof of any kind.
8. Group Booth (limited to 8 participants). Discuss your needs with the Group Booth Chair at your orientation meeting.

**Booth selection:** At the October meeting, members pick starting with highest number of points. Booth choice must differ from the previous year. If you cannot make it to the meeting please ask someone to pick for you. Members who are absent & have no proxy will have a booth assigned to them by the ShowChair – however not complaints! ☺

**Mandatory Meetings:**

1. All participants- November 18<sup>th</sup>, 2:00 pm (2 hours before the show)
  2. All participants- November 20<sup>th</sup> (immediately after the show & booth tear down, approximately 6:30pm)
- \* These are mandatory meetings. You must get prior permission from the Clayfolk board to miss one of these meetings. In the event of an absence that has not been excused there will be a \$25 penalty deducted from sales.
3. **Committee chairs** have additional mandatory meetings and will lose one point for two missed meetings and two points for three missed meetings

**A Note on Committee Work and Work shifts:**

One person per booth must work two- 3-hour work shifts (with some exceptions for the committee chairs.) Also one person per booth must work on a committee (if you trade your committee work for two more work shifts, please beware this will have you working nearly all back to back work shifts, a total of 4 work shifts!).

**Committee Work:**

Committee work is different from the work shifts that occur during the show. Committee work is assigned by the Show Chair using your preferences noted on the Committee Placement Sheet. Most Committee work needs to be done prior to the show; however some Committees work is to help set up/tear down at the show plus an extra work shift. Please take your committee work seriously: Failure to put in the necessary time as instructed by your Committee Chair will result in your not being invited back to next years show.

## Pottery and Pricing:

1. Bring only your best original work (no seconds and no commercial molds).
2. Have no accessories that are not included in the price of your pottery (i.e. chop sticks, candles, etc.).
3. Have all your pots individually marked with one removable white sticker ½' minimum, (rectangular stickers must all be oriented in the same direction).
4. Have only your last name on tags (a first name initial is also allowed).
5. No multiple pricing (no discount for buying more than one).
6. Prices cannot be changed once the sale starts. (No discounts at the end of the sale.)
7. Prices will not include 00's, or any other symbol, letter, inventory records other than your recognized pricing symbol.
8. The treasurer has asked -please use new fresh stickers (Favored Labels are – Round ¾ inch AVERY -Item #5408)

This is Mandatory.

These stickers are your way of getting paid, so, legibility is essential!

Example:

Correct-  
**MAHANNAH**  
**32**

Incorrect-  
**Deb**  
**\$7.50**

## Chair Positions:

Points are given to Chair Positions. To become a chair it is best to have been a trainee first, however it is not mandatory. Chairs are expected to keep up the written information in the notebook for their particular committee, updating changes and in general to help streamline the process of running their committee. They may also have a trainee during a particular year. The trainee is there to help and in the process learn the running of the committee so they can become chair the following year. Chairs will be decided by July 1<sup>st</sup> and you will be notified in that newsletter.

**Trainee Chair Positions:** The goal of this position is to learn from and help assist the present Chair. Points are given to trainees. Trainees are expected to become the Chair the following year. It can seem like a huge task to undertake a position one has not experienced before. Trainees are given two sources of information. The Chairs notebook is updated yearly and has most of the written information the trainee needs. The Chair will give an experiential knowledge of running the committee with their tips on how to make the job smoother and more enjoyable.

Chairs needed for Clayfolk Sale	Points	Suggested Term	Workshifts during show	Trainee for one year	Trainee Points
Show Chair	15	3 years	0	Yes	5
Print	8	3 years	1	Yes	2
TV/Radio	4	3 years	1	Yes	2
Advertising	12	3 years	1	Yes	2
Sales	8	3 years	0	Yes	2
VISA	8	3 years	0	Yes	2
Building	8	3 years	2	Yes	2
Group Booth	8	3 years	2	Yes	2
Sales Tags	6	3 years	0	Yes	2
Cash/Checks	6	3 years	0	Yes	2
Demonstrations	6	2 years	1	Yes	1
Kids Area	6	2 years	1	Yes	1
Mailer	6	3 years	2	Yes	2
Info Pack/Workshifts	6	3 years	2	Yes	2
Refreshments	4	2 years	1	None	
Music	4	2 years	2	Ok	1
Signs	4	2 years	2	Ok	1
Storage Transportation	4	2 years	2	None	
Floor plan/Map	1	3 years	1 extra pt.	None	
Sunday Door Prize	4	2 years	2	None	

## Breakage:

Clayfolk pays for breakage due to customer handling or accidents during sales and wrapping not for breakage that is due to poor display design. Payment comes out of booth fees/commissions (it is not an insurance policy). The show does not pay for broken work valued at under \$20 or over \$500 (price minus commission). Clayfolk will not cover missing pots or switched or altered tags.

## If you are Waitlisted:

Prepare to be in the show since participants do drop out. If you are on the wait list or waiting in the group booth for a larger booth be flexible. Not only can your space change but committee work and work shifts may change. (If you want specific committee work, make it clear on the committee sign up sheet that you will complete your assigned work even if you are not moved off the wait list.) Questions please call Debora Mahannah 541-846-6741

## Incorrect Price Tag Tallies-

After receiving your check, please check your price tag sheet copies ASAP- and inform the treasurer within 3 weeks of any discrepancies.

### Clayfolk Show Application 2011

Please have your Applications postmarked on or before **June 1st**

**This years' show will be November 18, 19 & 20th at the Medford Armory.**

It is highly recommended that you email or snail mail up to 3 slides, or high resolution photos for advertising and the Clayfolk website along with your application. Please label your images, prints, slides or CD with your name, size of work and title, if any. (Your slides and CD files have a greater chance of being used if sent with prints as well!)

Name \_\_\_\_\_  
Street or PO Box \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Email \_\_\_\_\_

Please indicate below your booth size request. Remember that to be eligible for either Half or Full booths you must have been a member for at least a full year (June to June). Group booth application is open to all current members. Please note: Clayfolk has limited the number of Group booth participants to 8 members.

X	Booth size request	Total	Description
	<b>Full booth</b>	\$75	<b>10'x10'</b> , (must do committee work & 2-3hr workshifts)
	<b>Half booth</b>	\$50	<b>10'wide x 5'deep</b> , (must do committee work & 2-3hr workshifts)
	<b>Group booth</b>	\$25	<b>Shelf space</b> , (must do committee work & 2-3hr workshifts)

I understand that participation in Clayfolk show requires that I work on a committee and do my workshifts. This application consists of three contracts, (1) Booth size, (2) Committee sign up and (3) Workshift sign up. All three contracts have been filled in to the best of my ability and signed. I have read and understand the policies and procedures for the Clayfolk show. I agree to abide by the rules and regulations included in this application package and in the information packet (mailed to you prior to the show).

Applications postmarked June 2<sup>nd</sup>-June 15<sup>th</sup> will have a \$50 late fee. Applications postmarked June 16<sup>th</sup> -July15th will have a \$100 late fee. All late applications will be placed at the end of the waitlist/booth pick list in the order they are received (points will not count). You must include the **late fee with your application** and fill out the committee sign up sheet. The Show Chair will decide if you will be placed on a committee or work extra work shifts. If you are waitlisted and there is not enough space to allow you to participate in the show you will get a full refund. **\*\*Please see Clayfolk Show Guidelines for complete refund information.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

- I have enclosed
1. \_\_\_ Show Application with check to CLAYFOLK
  2. \_\_\_ Committee Sign-Up Sheet.
  3. \_\_\_ Work Shift Sign-Up Sheet.
  4. \_\_\_ Membership Form with \$15 check to Clayfolk
  5. \_\_\_ \$50 late fee June 2-15 or \$100 late fee for June 16 – July 15.

Please Address to the Clayfolk Show Chair: Debora Mahannah PO Box 426, Williams, OR 97544  
Questions? Call the Show Chair: Debora Mahannah 541-846-6741 or email [toastytoes@ccountry.net](mailto:toastytoes@ccountry.net)

Please have your Applications postmarked on or before June 1st

Please make copies of Application pages 1-3 for your records

Committee Placement

Everyone must do committee work, please mark preferences in order of choice (1, 2, and 3). Chairs please indicate the committee you're chairing. \*\*\*members may sign up to be a Chair Trainee. As Trainee you are committing to being the Chair at next year's show and will receive "trainee" points. Please see the Clayfolk Show Application Instructions and Guidelines Pages for Clarification. Since Chairs serve a number of years some committees may not need a trainee for a given year. You must still choose 3 committees to serve on!

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mark preference 1,2,3	COMMITTEE DESCRIPTIONS	COMMITTEE TASKS prior to show	COMMITTEE TASKS at show	SHOW WORKSHIFTS
	<b>SALES</b> : Help order supplies, set-up and tear down sales area. Be team captain for a shift. <b>12</b> people	None	Set-up sales area plus one workshift at sales	2 workshifts at sales
	<b>DEMONSTATIONS</b> : Set-up and take down demo area. Do 1 ½ hour demo. <b>2</b> people	None	Set-up demo area plus one 1 ½ hr demo	2 workshifts
	<b>CHILDREN'S AREA</b> : Set-up and tear down childrens' area. <b>6</b> people	None	Set-up kid's area plus one workshift at kid's area	2 workshifts
	<b>PRINT PUBLICITY</b> : Promote Clayfolk through free and other media by writing articles on artists and the show. <b>4</b> people	Work with committee chair on assigned tasks	None	2 workshifts
	<b>TV &amp; RADIO (PUBLICITY)</b> : Promote show through paid TV and Radio ads and public service announcements. <b>2</b> people	Work with committee chair on assigned tasks.	None	2 workshifts
	<b>ADVERTIZING</b> : Design mailer and poster for show; design and place paid advertizing. <b>2</b> people	Work with committee chair on assigned tasks.	None	2 workshifts
	<b>BUILDING</b> : Responsible for floor layout and electrical cords. <b>3</b> people	Prepare building on set-up day.	None	2 workshifts
	<b>WORKSHIFTS/INFORMATION PACKET</b> : Assign workshifts. Design and mail participants' information packet. <b>1</b> person	Work with committee chair on assigned tasks.	None	2 workshifts
	<b>REFRESHMENTS</b> : Provide food for customers Friday night and artists during show. <b>1</b> person	Work with committee chair on assigned tasks.	Committee work done before and at show.	2 workshifts
	<b>SUNDAY DOOR PRIZES</b> : Set up area, have customers sign up for and award gift certificates on Sunday 10am-3pm. <b>2</b> people	Work with committee chair on assigned tasks.	Committee work done Sunday.	2 workshifts
	<b>GROUP BOOTH</b> : Set up and tear down Group Booth. <b>2</b> people	Work with committee chair on assigned tasks.	Committee work done at show.	2 workshifts
	<b>MAILER</b> : Keeps mailing list current. Oversees printing and mailing. <b>1</b> person	Work with committee chair on assigned tasks.	None	2 workshifts
	<b>STORAGE AND TRANSPORT</b> : Help move show items from storage unit before show and return after show. <b>1</b> person	Work with committee chair on assigned tasks.	Committee work done before and after show.	2 workshifts
	<b>CASH/CHECKS</b> : Counts cash and checks during show. Provides accurate tallies at the end of each day. <b>1</b> person	Works with committee chair on assigned tasks.	Committee work done after each workshift..	0 workshifts

- I would like to earn points by being chair of \_\_\_\_\_ committee.
- I would like to earn points by being trainee of \_\_\_\_\_ committee (if available)
- If I am wait listed I still want to help out by doing committee work.
- In lieu of committee work I will work (2) extra workshifts at the show. \*\*Mark here and on workshift sign up sheet.

### Workshift Sign Up

Fill this page out completely. Do not leave any blanks, all the information is important.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Yes or No**

\_\_\_\_ I am visa, sales, cash check, or price tag chair and excluded from work shifts.  
\_\_\_\_ I am the \_\_\_\_\_ Chair. (Number of workshifts required is listed in Application Instructions and Guidelines.)

**Work shift Preferences:** Please mark your first three preferences, 1, 2 and 3.

\_\_\_\_ **I am willing to do any workshift job** at the Clayfolk show, **thank you!**  
\_\_\_\_ Cashier                      \_\_\_\_ Wrapping                      \_\_\_\_ Customer Service (Aisle Host)  
\_\_\_\_ Price tag person              \_\_\_\_ Security                      \_\_\_\_ Greeter

**Yes or No**

\_\_\_\_ **I am willing to work any time, any day.** Assign me where I'm needed. (**Thank you!** If you checked this option, you may skip the rest of this form).  
\_\_\_\_ I would like to work an extra shift. Earns 1 point.  
\_\_\_\_ I have 10 key accounting or cashier experience.  
\_\_\_\_ In lieu of doing committee work, I will do up to (2) two extra work shifts. (To be determined by the work load. You will be notified approximately one month before the show. Please mark here and on your committee placement form).

=====  
\_\_\_\_ Due to other obligations, I cannot work at these times/days \_\_\_\_\_  
\_\_\_\_ I would like all my shifts on one day (will require back to back shifts)  
\_\_\_\_ I do not want back to back shifts

**Preferred Work Shift Times:** Mark your preference 1, 2 and 3.

\_\_\_\_ Friday 3:45pm-6:45pm    \_\_\_\_ Friday 6:30pm-9:15pm  
\_\_\_\_ Saturday 9:45am-1pm    \_\_\_\_ Saturday 12:45pm-4pm              \_\_\_\_ Saturday 3:45pm-7pm  
\_\_\_\_ Sunday 9:45am-1pm    \_\_\_\_ Sunday 12:45pm-4pm

An information packet will be sent out, approximately one month before the show, informing you of your shift assignments. Every effort will be made to accommodate your requests.

**All participants:** Make sure you start your work shift on time or a few minutes early, as the previous shift cannot leave until you arrive. At beginning of shift report to the sales area, sign in by your name then find your team captain for instructions.

**Cashier:** Remove sales tags and affix to tag boards, tally receipts, take cash, check or visa.

**Wrapping:** Wrap sold pots, bag or box for customers, and assemble boxes for sales area. Invite customers to be on the mailing list. Thank the customers.

**Price Tag person:** Collect tag boards from cashiers. In a room separate from sales area, transfer sales tags from boards to potter's pages and tally, using a calculator.

**Customer service: (Aisle Host)** Report to the Sales Chair. Direct customers to the cash/visa line. Assist customers carrying pots, return baskets to greeters, answer customer's questions, fill in for security as needed. May be asked to help wrappers.

**Greeter:** Welcome people to show and answer questions. May be back-up person for sales area. Assist with Sunday Door Prize as needed.

**Security:** Watch the doors, answer questions, and direct people in sales lines.

**Team Captain:** This person is on the sales committee and has received training to help you with your work shift questions. You should check in with them at the beginning of each work shift.