

Clayfolk Show Application - November 21, 22, 23, 2014

Name: _____ Home Phone: _____
Street/PO Box: _____ Work Phone: _____
City: _____ Email: _____
State/Zip Code: _____

X	Booth Size	Fee
	Full Booth 10 x 10 feet (Must be a Clayfolk member for a full year – January to December prior to show.)	\$75
	Half booth - 10 feet wide x 5 feet deep (Must be a Clayfolk member for a full year – January to December prior to show.)	\$50
	Group booth – approximately 4 feet of shelf space (4 linear feet wide and several feet high with 4 shelves) (Must be a current Clayfolk member with membership paid in full by May 31)	\$25

Booths will be picked according to participants points at the Group Pick Meeting. Ties will be decided by lottery.

Applications must be postmarked on or before June 1.

Late fees will be assessed for applications as follows:

Postmarked June 2 through 15 add \$50; Applications postmarked June 16 through July 15 add \$100. Please include fees as applicable.

Late applications will be placed at the end of the waitlist/booth pick list in the order they are received (points will not count). **Late fee MUST be** included with this application and all other paperwork must be completed. The Show Chair will decide if late applicants will be placed on a committee or perform extra work shifts.

By my signature I stipulate that I am a current Clayfolk member and am eligible to participate in the Clayfolk show. I understand that participation in the Clayfolk show requires me to work on a committee, attend all required meetings, both pre and post show, attend Friday opening night, and do two to three work shifts during the show. I have read and understand the Clayfolk Guidelines for the Clayfolk show. I have filled out this application and attached documents to the best of my ability. I agree to abide by the guidelines included in this application and in the information/move-in packet I will receive prior to the show.

If I drop from the show I agree to contact the show chair as soon as possible.

- If wait listed, I still want to help out by doing committee work.
 In lieu of committee work, I will work two extra work shifts at the show (indicate on work shift sign-up sheet as well.)

Clayfolk commission is 15% of sales over \$300 for full/half booths and 15% of all sales for group booth participants.

Failure to show up for work shifts, to put in the necessary time as instructed by your committee chair, or to attend mandatory meetings will result in participant not being invited back for the next year's show and/or extra fees. Failure to cooperate with show guidelines could result in immediate removal from the show.

Signature: _____ Date: _____

Applicants who drop from the show prior to August 1 will receive a full refund of booth fees monies, after August 1 and before August 31, refund will be half of booth fees, and after September 1 no refund will be issued.

Waitlisted applicants who do not secure space in the show will receive a full refund after the show if no space becomes available to participant.

Enclosures:

- Show application and check made payable to Clayfolk, **including applicable late fees**. Amount: _____
 Committee sign-up sheet.
 Work shift sign-up sheet.

Direct all questions to the show chair: Jim Keith (phone 541-459-0320, email hungrypotter@copper.net)

Return all forms to Clayfolk Show Chair: Jim Keith, 871 Troy Road, Oakland, OR 97462

Please make copies for your records

Committee and Work shift Sign Up (Fill this page in completely. Do not leave any blanks as ALL information is important.)

Committee

NAME: _____ Phone: _____

Email: _____

I am the _____ chair or _____ chair trainee.

Committee Placement - Mark Committee Preference (1, 2, 3) (must choose 3) or indicate TRAINEE

- Sales Demonstrations Childrens Area Promotions Refreshment
 Sunday Door Prizes Group Booth Storage/Transport Cash/Checks Building
 Music Signs

Some committees not noted here are chair/trainee only, see Committee Description Page. If you are interested in being a trainee please let the Showchair know.***

In lieu of doing committee work, I will do up to two extra work shifts (to be determined by work load. Please mark here and on committee placement form.

%%%

Work Shift Placement

NAME: _____ Phone: _____

Email: _____

- I have 10-key, accounting or cashier experience.
 In lieu of doing committee work, I will do up to two extra work shifts (to be determined by work load. Please mark here and above on the committee placement form.

Work Shift Preferences (Mark first three preferences 1, 2 and 3); although no guarantees are given.

- Willing to do any work-shift job at Show. Thank you.
 Cashier (Remove sales tags and affix to tag boards; tally receipts; take cash, check or visa).
 Price Tag (Collect tag boards; transfer sales tags from boards to potter's pages; tally pages).
 Wrapper (wrap, bag/box purchases; assemble boxes).
 Aisle Host (direct customers in cash/visa line; assist customers with carrying pots; return baskets to greeters; answer customer's questions; provide security as needed. Reports to sales chair and helps wrappers as needed).
 Greeter (Welcome customers to show and answer questions. May back-up for sales area. Assist with Sunday Door Prize as needed).

Preferred Work Shifts (Mark preferences 1, 2, 3 - no guarantees are given)

- Friday 3:45 p.m.- 6:45 p.m. 6:30 p.m.- 9:15 p.m.
 Saturday 9:45 a.m.- 1 p.m. 12:45 p.m.- 4 p.m. 3:45 p.m. - 7 p.m.
 Sunday 9:45 a.m.- 1 p.m. 12:45 p.m.- 4 p.m.

- I am willing to work any time, any day.
 I would like to work an extra shift and earn 1 point.
 Due to other obligations, I cannot work 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.

An information packet will be sent out approximately one month before the show informing you of your shift assignments.

Although there is no guarantee every effort will be made to accommodate your requests.

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Clayfolk Show Guidelines

General Conduct

1. Attendance is required for opening night.
2. Participants are encouraged to be in their booth throughout the sale.
3. Participants agree to work shifts during the show and to show up for work assignments on time or make arrangements for a substitute.

Pottery/Pricing

1. Bring only best original work. NO SECONDS and NO COMMERCIAL MOLDS.
2. No accessories that are not included in the price of the pottery (chopsticks, candles, etc.)
3. Pots must be individually marked with one removable white sticker, ½ inch minimum. Preferred Avery item #5408, round ¾ inch. (Rectangular stickers must be oriented in the same direction). Use fresh stickers.
4. Only the participant's last name and the price of the piece will be on the price tag. (First initial allowed).
5. Price tags will not include zeros or other symbols, letters, or other inventory records.
6. No multiple pricing (no discount for buying more than one).
7. Prices cannot be changed once the sale starts (no discounts at the end of the sale).
8. Sets - price should be on one piece of set with 1of3, 2of3 etc. on all set pieces.

Booth Spaces (It is highly recommended that if you cannot attend booth pick meeting, you have someone advocate for you.)

1. Participant is required to provide enough lighting to illuminate booth. Each booth is restricted to 500 watts, bulbs should not exceed 60 watts each and lighting must meet fire marshal's restrictions.
2. It is recommended that the artist have name, picture and short "biography" to display in booth.
3. Table coverings must be clean and pressed, and extend to the floor.
4. Be prepared to provide backdrop and sides to booth area.
5. All backdrops, table coverings, etc. must be fire retardant treated.
6. No open flame.
7. No roof of any kind on booths.

Booth Selection

1. Show participants will pick booth spaces during the October general membership/booth pick meeting.
2. **Participants who cannot attend the booth pick meeting and have no proxy will have a booth assigned by the show chair.**
3. Booth must be in a location different from previous year.
4. Booths that are assigned due to lack of attendance or proxy are final.
5. If participant wishes to have a smaller booth than originally requested, the show chair must be notified two weeks before booth pick meeting.

Mandatory Meetings

1. All participants must attend the pre-show meeting and the post show meeting (after show and booth tear down). Participants must have prior permission from the Clayfolk board to miss one of these meetings. An unexcused absence will be charged \$25 from sales of the show.
2. Committee chairs have additional mandatory meetings and will lose one point for two missed meetings and two points for three missed meetings.

Committee Work and work shifts

1. One person from each booth must work two to three work shifts (some exceptions for committee chairs).
2. One person from each booth must work on a committee.
3. Committee work can be traded for two additional work shifts (this will make a total of four work shifts).

Committee Work is different from work shifts that occur during the show. Committee work is assigned by the show chair using preferences applicant has noted on the Committee Placement Sheet attached; although, no guarantees are made. Most committee work needs to be done prior to the show; however, some committee work is done during the setup/tear-down process, in addition to an extra work shift.

Breakage: Clayfolk will pay for breakage due to customer handling or accidents during sales/wrapping but not breakage that is due to poor display design. Payment comes out of booth fees/commissions. No payment will be made for breakage of work valued at under \$20 or over \$500 (price minus commission). Clayfolk will not cover missing pots or switched or altered tags.

SHOW GUIDELINES FOR PARTICIPANT TO KEEP IN RECORDS

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Clayfolk Show Chair and Committee Work

Promotions: Promote Clayfolk through free media by writing articles on artists and the show. Develop other types of free promotion.

TV Radio: Promote the show through paid TV and Radio ads and Public Service Announcements.

Advertising: Design mailer and poster for the show; design and place paid advertising. Coordinate with Print, TV/Radio and Mailer Chairs.

Sales: Order supplies, oversee set-up and tear down sales area. Do a pre-show training of cashiers. Be team captain for a shift, train committee members.

Visa: Set up and maintain visa machines. Work with the bank, phone company and venue staff. Work during the show to keep the machines working.

Building: Responsible for floor layout and electrical cords for booths, phone cords for visa terminals, and interface with the Armory staff. Does periodic safety check on the outside of the building during the Show.

Group Booth: Set-up and tear down group booth. Communicate with group booth participants before the show (often group booth participants are new to the show) guide group booth members to choose their spaces to set up. Before show communication, during the show set-up and tear down. Group booth participants can help with set-up/take down as well.

Sales Tags: Responsible for keeping artists' pages accurately tallied and ordered alphabetically at the end of each day.

Cash/Check: Count cash and checks during show. Provide accurate tallies at the end of each day.

Demonstrations: Set-up and take down demonstration area, get clay and potters wheel for demos. Do a 1-½ hour demo, organize other demonstrators.

Info Pack/ Work shifts: Assign work shifts, (coordinate with Children's Area Chair and others if necessary) design and mail participants' information packet.

Children's Area: Set-up and take down Children's area, get clay (donated if possible). Organize committee shifts to coordinate with general work shifts, coordinate with Work Shift Chair.

Mailing: Keep mailing list current. Oversee printing and mailing of the printing company, coordinate with Advertising Chair.

eCard: Arranges for customer email addresses to be entered into a data base. Responsible for sending out annual eCard. Trains greeters on use of computer and inputting e-mail addresses.

Refreshments: Provide food and beverages for customers Friday night and for the artists during the show up-stairs.

Music: Arrange for live music Friday night, keep appropriate music playing during the show, set-up and take down PA system.

Signs: Responsible for all signage (except floor plan), put-up and tear down. Before show work includes getting signage printed, large sign updated, name tags made.

Storage/Transportation: Transport to and from the show items in storage.

Sunday Door Prizes: Sunday 10am-3pm set-up in greeting area, have customers sign up for gift certificate (which gives us feedback on our advertising) and award gift certificates towards pottery purchases.

Names/Floor Plan: Create and get printed maps of booth layout and names for the public.