

Clayfolk Show Application – Show Dates are November 19, 20 and 21, 2021 (set up November 18 only)

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

Please place a 1, 2, and 3 in the box next to your choices. This is used to communicate your prioritized choices.

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 – Four shelves per member, each shelf is 36” wide, 20” deep (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 postmark on apps. **NO APPLICATIONS ACCEPTED BEFORE MAY 1st.** Only applicants with a paid, current membership will qualify for a booth in the Show. Applications must be postmarked on or before July 1. Late Memberships must be postmarked on or before May 31<sup>st</sup>. Late fees will be assessed for applications as follows:

- Postmarked July 1 through 15 add \$50; Applications postmarked July 16 through July 31 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: (1) work on a committee, (2) attend all required meetings (specifically Friday morning and Sunday afternoon), and (3) do 3-4 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 that will probably result in at least one back-to- back work shift (indicate on work shift sign-up sheet as well.)

Clayfolk commission is 15% of sales. Any participant (full, half or group booth) who makes below \$300 will not be charged commission.

Failure to show up for work shifts or show up on time, 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 a \$25 fee will be charged from sales of the show. Failure to cooperate with show guidelines could result in immediate removal from the show.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Drops and Refunds: 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, including any booth size changes. Waitlisted applicants who do not secure space in the show will receive a full refund after the show if no space becomes available. If Waitlisted applicants refuse offers of space at the Show, refund policy will use the same dates as used for applicant drops above. Those deadlines are applied to waitlisted applicants who turn down offers of show positions.

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 Clayfolk Show Chair Michael McKinney (phone 503.863.7197, showchair@clayfolk.org)  
 Return all forms to Clayfolk Show Chair: Michael McKinney, 427 SW H St. Grants Pass, OR 97526

Please make copies for your records

## Clayfolk Show Guidelines

### General Conduct

1. Attendance and working the Show is required for opening day.
2. Participants are encouraged to be in their booth throughout the sale.
3. Participants agree to work at least three shifts during the show , with one each Friday and Saturday, and to show up for work assignments on time or make arrangements for a substitute.
4. The Armory building rules require that during load in and load out, the doors to the Armory must remain shut between each use.

### Pottery/Pricing

1. Bring only best original work. NO SECONDS and NO COMMERCIAL MOLDS.
2. No accessories that aren't 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 sticks must be oriented in the same direction). Use fresh stickers each year.
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.)

### Booth Spaces

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 for booth area.
5. All backdrops, table coverings, etc. must be fire retardant treated.
6. No water in items for sale or open flame in booths
7. No roof of any kind on booths.
8. All furnishings, displays and chairs must be fully within the assigned booth space for fire safety and customer safety – no exceptions.

### Booth Selection

1. Show participants will pick booth spaces during the October general membership/booth pick meeting.
2. Booth must be in a location different from previous year.
3. Participants who cannot attend the booth pick meeting and have no proxy will have a booth assigned by the Show Chair.
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 Show Chair or 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 a missed meeting and two points for two missed meetings.

### Committee Work and work shifts

1. Each paid applicant in a booth must work three to four work shifts (some exceptions for committee chairs).
2. Each paid applicant in a booth must either work on a committee or serve as a committee chair.
3. Committee work can be traded for two additional work shifts (making a total of five work shifts and can be back-to-back).

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 attached Committee Placement Sheet; although, no guarantees are made. Most committee work needs to be done prior to the show. Note: 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, switched or altered tags.

## SHOW GUIDELINES FOR PARTICIPANT TO KEEP IN RECORDS

Direct all questions to the Clayfolk Show Chair Michael McKinney (phone 503.863.7197, [showchair@clayfolk.org](mailto:showchair@clayfolk.org))

Return all forms to Clayfolk Show Chair: Michael McKinney, 427 SW H St. Grants Pass, OR 97526

## Committee and Work Shift Sign Up

Fill this page in completely. ALL information is important; this means NO blank spaces.

### Committee Placement

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I am the \_\_\_\_\_ chair or \_\_\_\_\_ chair trainee.

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

\*\*\*\*\*If you are interested in being a trainee, please let the Show Chair know.\*\*\*

Number in parentheses is number of people needed on committee. Some committees not noted here require only one committee member, and those positions will be filled by Show Chair. Other committees are chair/trainee only: See Committee Description Page.

Sales (5)	Demonstrations (2)	Children's Area (6)	Promotions (4)
Refreshments (2)	Group Booth (4)	Cash/Checks (2)	Building (3)

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 Work Shift Placement form below. This option may result in back-to-back work shifts.

%%%

### Work Shift Placement (work shift assignments vary for chairs)

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 and understand you may have back-to-back work shifts).

### Work Shift Preferences (Mark first four preferences 1, 2, 3, 4); no guarantees.

Sign in 5 minutes before shift begins AND check in with Sales Chair

- Willing to do any work-shift job at Show. Thank you!
- Cash/Check Sales (Remove sales tags and affix to tag boards; tally receipts; take cash or check)
- Credit Sales (Use card machine, remove sales tags and affix to board; tally receipts)
- Price Tag (Collect tag boards; transfer sales tags from boards to potter's pages; tally pages)
- Wrapper (wrap, bag/box purchases; assemble boxes)
- Customer Service/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)
- Team Captain in Sales Area (This person is on the Sales Committee and has received training to help with work shift questions. Part of Sales Team and required to do work shifts)
- Greeter (Welcome customers to show and answers questions. May back up for sales area. Assist with Sunday Door Prize as needed, encourage customers to enter email addresses into computers)

### Preferred Work Shifts (Mark preference for morning, afternoon or evening- no guarantees are given)

All Clayfolk participants are required to work a Friday and Saturday shift

Friday	Morning	Afternoon	Evening
Saturday	Morning	Afternoon	Evening
Sunday	Morning	Afternoon	NA
Work any time, any day 😊		Work an extra shift and earn 1 point 😊	
*Start/stop times TBA. Expect a three hour shift (plus check-in and transition)			

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.

## Clayfolk Show Chair Committee Descriptions

**Promotions:** Promote Clayfolk through free media by writing articles on artists and the show. Develop other types of free promotion including installing signs advertising the Show. Place paid newspaper ads and coordinate with Print, Advertising Design, TV/Radio and Mailer Chairs.

**TV Radio:** Promote the show through paid TV and Radio ads and Public Service Announcements. Coordinate with Promotions.

**Advertising:** Design mailer and poster for the show. Place paid advertising with newspapers. Coordinate with Print, Promotions 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. Committee members do one additional work shift in Sales area as part of committee work. Committeemembers do one additional work shift in sales area.

**Point of Sale (Visa):** Set up and maintain 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. Do periodic safety checks 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 pottery wheel for demos. Do a 1 ½ hour demo, organize other demonstrators. Non-committee members who do demos earn 1 point.

**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. Committee members do additional work shifts in Children's Area on Saturday/Sunday. Committee members do additional shifts in Children's area.

**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. Train greeters on use of computer and inputting email addresses.

**Refreshments:** Provide food and beverages for customers Friday night and for the artists during the show upstairs.

**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 internal 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.

**Social Media:** Updates social media with ongoing and upcoming Clayfolk Show information on Facebook, Twitter, Instagram, etc. Develops and manages ads on Facebook.

**Show Secretary:** Takes minutes at the January and October mandatory chair meetings, which are then sent to Show Committee Chairs and posted on the website.