



..... CERAMIC SHOWCASE APRIL 21-23 , 2017

Welcome, and thanks for participating in *Ceramic Showcase*, the largest ceramics show in the country, with approximately 117 booths , 15 group booths and almost 150 artists taking part! We all work together to produce this special show, and we all have important things we have to do in order to make it succeed. **Read this Information Packet to find out what you need to know.** If you have questions, contact the appropriate Chair. Contact information is below the pertinent headings.

And, if you are new to *Ceramic Showcase*, it's all new to *you*. Read this Packet carefully. Pay special attention to the sections about **your responsibilities as a participant** (Committee Work and Work Shifts), procedures for **loading in and out**, the **Participants' Schedule**, instructions for **labeling your work** so you receive correct payment, and other sections as they apply to you.

All artists are encouraged to display the highest quality work that is appropriately priced and that will help the show generate sufficient revenue to continue.

Print the **Gallery Submission** forms and the **LOAD IN/OUT PASS**, found on the last 2 pages of this packet.

- ❖ Print these pages on **white paper**.
- ❖ Put the **Load In/Out Pass on your dashboard when ever you are in the loading areas**. It must be visible in your front window--
- ❖ Use the submission forms when you enter work in the Gallery.
- ❖ **Drop-Out Information:** If you need to drop out of *Ceramic Showcase*, or if you want to move from a Booth to the Gallery-Only category, contact Registrar Chris McClelland (971-242-9337) or chrismc.opa.registrar@gmail.com . If you send an e-mail and don't get a reply from her, please follow up with a phone call. If you are dropping out, she needs to know if you will still be doing your committee work, your work shifts, keeping your parking permit, and the reason for dropping out.

Important Numbers:

Ceramic Showcase Chair: Dawn Panttaja (503-308-0374) **Showcase Vice Chair:** Ginger Steele (503-809-9353)
Registrar: Chris McClelland showcaseregistrar@oregonpotters.org (971-242-9337)
Convention Center (Emergencies Only) - (503-235-7575)

FIRE MARSHAL REQUIREMENTS

The Convention Center and Fire Marshal require that **cardboard and fabric be flame resistant**. Bring documentation to the show with you: sales receipts with your name, name of specific product used, and date material was treated.

Here are some **flame retardant products** and sources. Don't wait until the last minute; sometimes the products have to be ordered. It is best if you call the businesses first, for details on availability, cost, and use instructions. Some additives require use of latex paint, with no hydrocarbons or petroleum in it.

Fabrics must be treated with flame retardants: 'Flamort TC' or 'Flamort CP' are two suggestions. **Cardboard pedestals** must be painted with flame retardant paint, or paint that has a flame retardant added. 'Flame Stop III' and **Flame Stop IDS** are 2 products from **Fitzgerald Supply Inc.** in Vancouver (971-275-4801). **InspectaShield**, is used at the Convention Center and can be gotten at **Metro Safety & Fire** in Portland (503-231-2999). **Miller Paint**, in many locations, can order white flame retardant paint that can be used as a primer under paint, or tinted. **Rodda Paint**, in many locations, can order flame retardant. *Contact the Ceramic Showcase Chair if you have new recommendations for sources and products*

CERAMIC SHOWCASE EMAIL POSTCARD

Customers are essential for our sales! We have the Postcard available on our website. **Go to the direct link** <https://oregonpotters.wildapricot.org/Ceramic-Showcase> **to Download and share the 2017 Postcard.** Or view the postcard link here: <https://oregonpotters.wildapricot.org/resources/Pictures/2017%20OPA%20Showcase%20CARD.pdf>

CERAMIC SHOWCASE HOURS

FRIDAY APRIL 21

10 am – 7 pm *Ceramic Showcase open to the public*

SATURDAY APRIL 22

10 am – 5 pm *Ceramic Showcase open to the public*

SUNDAY APRIL 23

10 am – 4 pm *Ceramic Showcase open to the public*

NOTE: ALL VEHICLES MUST BE OUT OF THE LOADING ZONE BY 9:45 IN ORDER FOR THE SHOW TO BEGIN

PARTICIPANTS' SCHEDULE

WEDNESDAY APRIL 19

4:00 pm --10:00pm
2:00 pm -- 10:00 pm
4:00 pm -- 7:00 pm

Booth set-up (after pipe and drape is installed) **Commissioner's Lot Hall A** (OPA only)
Booth Set-up (after electricians are finished) **B Ramp Rollup Door** (across the street, under the freeway)
Deliver **Gallery** submissions to Holding Table

THURSDAY APRIL 20

12:00 noon - 10:00 pm
8:00 am - 10:00 pm
11:00 am - 2:00 pm
1:00 pm - 3:00 pm
4:00 pm

Booth set-up (all Guilds – Commissioners Lot Hall A)
Booth Set-up (OPA only, B Ramp Rollup Door)
Deliver **Gallery** submissions
Deliver **Clay in Education Installation** pieces
Sales Work Shifts training at the Sales Table (**MANDATORY**)

FRIDAY APRIL 21

800 am - 9:30 am
5:00 pm - 7:00 pm
6:00 pm -- 7:00 pm
7:00 pm
8:00 pm

Booth Stocking restocking *only*
Best Booth Award and High School Gallery Voting
"A Word from the Ceramic Showcase Chair" and **Best of Show, Second Best of Show, Bennet Welsh**
End voting for Best Booth and High School Awards and Showcase closes
Doors close.

SATURDAY APRIL 22

8:00 am - 9:30 am
12:00 noon
5:00 pm
6:00 pm

Building open for restocking *only*
Best Booth and High School Awards presentations (time approximate)
Showcase closes
Doors close

APRIL SUNDAY 23

8:00 am -- 9:30 am
4:00 pm - 11:55 pm

Building open for restocking *only*
Immediately at 4 pm--Pick up work from Gallery and Installation
Clean up and load out; building closes at 11:55 pm

Demonstration Stage Schedule (Thanks in advance to all participating artists)

Friday, April 21

- 11:00 am Peter Meyer: "Decorative Strategies for Thrown and Altered Shapes"
- 12:30 pm Shiloh Gastello: "Rock & Crag Wares: Evocative Hand-building with Natural Materials"
- 2:00 pm Tea Duong: "Pushing Clay!"
- 3:30 pm Virginia McKinney: "Expanding Low Fire Sculpture Options"
- 6:00 pm Best of Show, Second Best of Show, Bennet Welsh Memorial Awards and "Words for Showcase Chair"

Saturday, April 22

- 11:00 am Hanna Traynham: "Pushing the Limits"
- 12:30 pm Awards Announcements: Natalie Warrens
- 2:00 pm Alissa Clark: "Sculptural Vases"
- 3:30 pm High School Throw -off

Sunday, April 23

- 11:00 am Natalie Warrens: "The Demystification of Slips and Underglazes: Airbrush Techniques and Surface Decoration"
- 12:30 pm Janet Buskirk: "Handmade Brushmaking"
- 2:00 pm James DeRosso: "Monster Monster"

BEFORE THE SHOW

IF YOU REQUESTED RENTED EQUIPMENT

Equipment Rental Co-Chair: Debi Nelson

debi@chehalemmountainpottery.com (503-407-6001) and

Co-Chair Larry Nelson showcase@chehalemmountainpottery.com (503-407-7378)

Last date for EQUIPMENT requests is Friday, April 7th. If you need a table please contact Larry

showcase@chehalemmountainpottery.com. (503-407-7378). Your table will be delivered to your booth. Please DO NOT try to resolve any equipment issue with the contractor and DO NOT help yourself to items from another area. This will help the set-up run more smoothly, and will help us to allocate equipment that is for *Ceramic Showcase* set-up, and that which is for individual booths.

Last-minute orders for equipment are considered a “change order” to the decorator, and usually result in a higher charge. You will be billed the amount OPA is billed for the change order.

EVERYONE gets Pipe and Drape. Note: Please DO NOT pin anything onto the drapes! Any item found pinned to the drapes will be removed, no exceptions. Alligator clips (bring your own) can be used to clip OPA booth signs to the drapes. Personal Signage can not be attached to the drapes. Please contact me if you need any additional info: Larry Nelson showcase@chehalemmountainpottery.com (503-407-7378)

HAVE BOXES READY FOR THE WRAPPING TABLE

Wrap Co-Chair: Sharon Greenwood- sharongpottery@gmail.com (503-799-1134)

Co-Chair Volunteer: Brian Greenwood bgreenwood71@gmail.com (503-407-2156)

Everyone should bring **25 CLEAN, flattened, bundled boxes**, according to this schedule: **last names** beginning with

A-H, Thursday I-P, Friday Q-Z, Saturday

- Bundle your boxes and drop them off at the wrapping area on your assigned day ONLY. We don't have enough space to store all the boxes at one time.
- We can use boxes in a range of sizes. Clay boxes work well, and wine and liquor boxes are very desirable. A few larger boxes are useful, but small ones are not.
- We supply ONLY boxes, bags, newsprint and tape for wrapping, so please do not bring other packing materials, such as bubble wrap or peanuts.
- **If your pieces require special packing materials**, you must supply them and keep them in your booth.

LABEL ALL YOUR WORK

If your labels are unclear or absent, you risk not receiving payment. Follow these instructions. Use:

- **Removable**, press-on/peel-off labels. (Fresh ones are easier to remove; “Avery” is one good brand.)
- **White** labels with **dark ink**
- These **sizes** (about ¾” x ¾”):
 - 1 x ¾” rectangle
 - ½ x 5/8” rectangle
 - ¾” diameter round

IDENTIFICATION

Your full last name must be clearly printed or stamped on the label. Do not use a business name, initials only, or nicknames. Artist with the same or similar last names please include your full first name.

PRICING

- **Minimum per piece price of \$5.** (new this year)
- Price in whole dollar amounts (no cents)
- Prices may not be changed, (neither raised nor lowered) once the show has started
- Place price labels in a clearly visible place
- If there are two prices on a piece, we will sell it for the lower price
- Do not use inventory numbers on your price labels

PRICING SETS

Label sets with only **one** item of the set bearing a tag with a price. All other pieces in the set should have a tag with your name and the number of pieces in the set. (For example, mark a teapot with the price for the whole set, and label each of the four cups “*your name*, Set 5”, with no price indicated.)

LOADING AREA HAS STRICT RULES

Traffic Chair: Nancy Y. Adams – nancyturriaga@gmail.com (541-846-1777)

We may use the **Commissioners Lot Hall A and the B Ramp Rollup Door Entry** (across the street from under the freeway) during **load in** or **load out**. You must have your **Load In/Out Pass** placed visibly **on your dashboard** whenever you enter this lot.

Do not park in this lot during show hours. It must be clear during the show for fire/safety reasons.

Comply with all directions issued by the Traffic Committee workers. Failure to do so can cause the show to be shut down.

HERE'S HOW LOAD-IN WORKS

Wednesday

- **4pm-10pm-Commissioner's Lot Hall A-OPA**
- **2pm-10pm-B Ramp Rollup Door** (Begins approx. 2PM after electricians complete setup)

Thursday

- **Noon-10pm-Commissioner's Lot-Hall A All Guilds**
- **8am-10pm B Ramp Rollup Door**

There is 15 minute limit for load in.

Mandatory: Your Load In/Out Pass (included in this packet) must be on your dashboard while in the loading area.

Comply with all directions issued by the Traffic Committee workers wearing vests with “OPA” on the back.

Do not park in the Commissioner's Lot during show hours.

The lot must be clear at least 30 minutes prior to and during the show for fire/safety reasons. **If the lot is not clear, the show can be shut down!**

The commissioner's Lot and the B Ramp Rollup Door are across the street from under the freeway.

Traffic Chair: Nancy Y. Adams nancyturriaga@gmail.com (541-846-1777)

IMPORTANT: ELECTRICITY

Each booth receives **500 WATTS** for lighting. You must use a circuit breaker bar (“power strip” with circuit-breaking capability) when using multiple electric cords in your booth. Please place the power strip where it will be easy to access, for turning lights on in the morning and off in the evening. (TIP: Use an electrical timer, set to turn your lights on in the morning and off at 9 pm each night.)

If you require more than 500 watts **you can order more** through the Dawn Panttaja lostdolls@hotmail.com (503-308-0374). Let her

know your requirements by April 7th to get the best rates. Ordering more electricity during set up will cost you a floor rate which is significantly higher.

PICK UP YOUR SIGNAGE AND ID

Pick up your booth sign and *Ceramic Showcase* Name Tag at the Info Booth **after unloading and moving your vehicle**. Put your Booth Number where it will be easy for customers to see. Wear your name tag at all times during the show.

ENTER YOUR BEST WORK IN THE GALLERY!

Gallery Display Chair: Rhoda Fleischman

flashpointartworks@gmail.com (541-466-5635)

Gallery Registration Co-Chair: Susan Pachuta –
spachuta@gmail.com (541-829-0020)

Gallery Registration Co-Chair: Rebecca Arthur –
Rebecca.jesse.arthur@gmail.com. (503-871-7458)

Gallery Set-up Chair: Rafael Ordorica –
rafael.ordorica.rea@gmail.com (951-829-6753)

All Ceramic Showcase participants are eligible to show work in the Gallery. This applies whether you are in a Booth, the Group Booth, or the Gallery-Only. **Gallery-Only participants may submit 3 pieces; 1 for immediate display, eligible for Awards voting, and 2 that will be kept in the holding area and used to replace work that has sold. Booth-holders submit 1 piece in the Gallery at a time. When that piece sells, a Gallery Host will ask you for a replacement piece. If you can't be found, Gallery personnel may select a piece from your booth and notify you by phone or note. If you don't have another piece that you want to put in the Gallery, you do not have to replace your work.**

Work for the Gallery will be accepted at the Holding Table ONLY during the times listed on the Participants' Schedule. The cut-off time is 2:00 pm on Thursday. If these times do not work for you, have someone else deliver your work during these times. Late arrivals will not be displayed. For more information contact Gallery Registration Co-Chairs Susan Pachuta or Rebecca Arthur.

When you check in your Gallery pieces, let the Gallery Registration Team know **if you have been an OPA member for 3 years or less**, because this will qualify you for the "New Member Award".

Each piece delivered to Gallery Check-in needs to have:

- A filled-out **GALLERY** submission form (included in this Packet)
- A price tag on the piece, with your full last name

If your piece requires special display attention because of size, fragility, or any other reason, contact Gallery Display Chair Rhoda Fleischman or before the show.

If you need electricity for your piece contact Gallery Set-up Chair Rafael Ordorica..

Large, awkward, very fragile, or heavy pieces are difficult to handle, and we are working on a concrete floor, with limited time. Work that appears difficult to handle might not be displayed, subject to the discretion of the Chair. Wall pieces must weigh less than 25 pounds and be ready to hang on a nail or hook. The artist must provide all hanging devices.

Plates must come with a stand. Stands are optional but suggested for bowls. Mark your stands with your name and whether they go with the piece or are NFS.

Large tile pieces should be framed so the tile edges will not get

chipped.

Very fragile pieces, especially those that have been glued together, must be accompanied by special instructions for handling and hanging. In this case, it would be preferable that you be present to assist. The display crew strives to take great care when handling the artwork; however, large and fragile pieces are challenging, so take this into consideration when submitting items for the Gallery.

YOU CAN ENTER WORK IN THIS DISPLAYS

Installation is open to *ALL members*, and all proceeds go to Clay in Education and/or a non-profit organization to coincide with the theme of the display. All outside non-profit organizations will be thoroughly vetted by the Ceramic Showcase Chair and Steering Committee and will be voted on at a Steering Committee meeting.

INSTALLATION

Chair: Pat Berman pat.berman@gmail.com (541-602-1654)

The 2017 theme is "Flowers, Birds and Bees". Anything that grows in or pollinates the garden. Work will be displayed bouquet style, each piece mounted on a ¼ inch bamboo garden stick.

The Installation is our fundraiser supporting OPA's mission, Clay in Education. Potters are asked to donate at least one piece of which 100% of the proceeds will benefit Clay in Ed.

Installation is open to all members, whether or not you are participating in Ceramic Showcase. You should have your name and/or business card with your donations, and your booth number, and a sales price. Price tags will be available at the Info Booth that have **Installation** on them, in lieu of a name.

Please contact Pat Berman pat.berman@gmail.com

GROUP BOOTH PARTICIPANTS IMPORTANT INFORMATION

Group Booth Chair:-Jean Ochsner jeano47540@gmail.com (503-702-5832)

Any reference to "Booth Participants" in this packet refers to Group Booth Participants, as well as to participants with individual booths.

Group Booth Chair- Jean Ochsner and **Group Booth Trainees** Meg and Sam Turner will contact you about your Group Booth Customer Service assignments and other Group Booth duties. **These assignments are in addition to your Ceramic Showcase Committee Work and Work Shift work.**

SALES WORKERS--TRAINING ON THURSDAY is mandatory

Sales Chair: David Derrickson derricksondavid@hotmail.com (907-952-4537)

Sales Vice Chair: Mary Huels- mehuels@hotmail.com (cell 360-200-3174)

A mandatory training session for new cashiers will take place at 4 pm Thursday, April 20 at the Sales Table. Instructions will be available to take with you, so you can start your shift knowing what to do. Contact **Sales Chair:** David Derrickson for assignments or with any questions.

FLOWER ARRANGEMENTS CAN BE ORDERED

Elaine of Bella Flora Studio will bring flowers on **Thursday**. If you would like to have a beautiful flower arrangement in your booth, bring a pot that you would like to use, and she will work with you to design something that suits your needs and budget. Call at least two weeks ahead if you have special flower requests. (503-866-3009)

BEFORE and/or DURING THE SHOW

ABOUT YOUR COMMITTEE WORK...(All Booth Participants do Committee work)

Each Booth/Group Booth participant does committee work, in addition to the work shifts done during the show. Failure to do committee work will result in a deduction of points (1-5) at the discretion of the Steering Committee. You may not use your committee work time to set up your booth, or for other personal reasons.

WE VOTE FOR AWARDS

Awards Chair: Natalie Warrens nw2x@comcast.net (503-705-3949)

We vote for **three awards** from work displayed in the Gallery.

Best of Show (piece with the most votes) receives a \$250.00 award.

Second Place Award receives a \$150.00 award

Bennet Welsh Memorial Award (surface decoration award) \$150.00 award.

All work may be sold during the show. The pieces must remain in the gallery until the end of the show. **Voting for these items must take place before show opens at 10am Friday! We realize that this is difficult, but as these pieces will be on display throughout the show we need to judge early and be ready for Galley presentation. If less than 50 artists vote for these three awards, these awards will not be back in 2018..**

Winner will be announced Friday 6:00 pm during "Word from Showcase Chair"

Vote by 7pm Friday for:

Vote for "BEST BOOTH": Find your favorite booth. The winner gets first choice of booth location at next year's *Ceramic Showcase*. or a \$100 Ceramic Showcase gift certificate that must be used prior to the end of the show

Vote for HIGH SCHOOL AWARDS Go by the High School Gallery to pick your favorite piece. Award winners receive Georgie's gift certificates.

Procedure for VOTING FOR AWARDS: Ballots will be available at the Information Booth. Members must sign their name on the membership list at the ballot box located at the Information Booth before casting their ballot. Rumor is that for turning in your ballot you will receive a cookie. **(VOTE! Every vote counts; there have been tied votes.)**

Winners for Best Booth and High School will be announced Saturday at 12:30 at the demo stage.

THE INFO BOOTH IS THERE TO HELP

Info Booth Chair: Brenda Scott – muddyfishstudio@frontier.com (cell 503-789-2339)

The Info Booth has the following essentials and amenities that you might need:

- Signage & Name tags, on set-up days Booth
- Sign-in sheets for Work Shifts
- Modest First Aid Kit
- Broken Pot Forms
- A list of our Sponsors and "Friends of Showcase"
- Sign in/out sheets for the radio system
- Minor communication board
- Mop and broom
- Gallery Only Artist Book- bios and contact information
- Notebook of everyone's work shifts and cell phone numbers
- Location of the room for restocking crates. NO CARDBOARD

SECURITY IS EVERYONE'S CONCERN

Chair: Peter Meyer – pmeyer@cocc.edu (541-419-9854)

Keep personal valuables locked or secured at all times while you are at the show. Lock your vehicle!

Wear your *Ceramic Showcase* name tag while setting up, during, and breaking down the show.

Watch for shoplifters! Before and after open hours, too. If you see a customer acting suspiciously, you may ask if he/she needs help, escort him/her to the Sales Tables, and/or report details of behavior to OPA Security, Info Booth, or OCC Security. description of the suspect (hair color, clothing, bags, etc) and a "last-seen" location. Contact the show management through the Info Booth or OCC Security, or one of the OPA Security Work Shift people who are stationed at each door (front and back), while someone keeps track of the suspected shoplifter. Do not attempt to apprehend or physically detain any suspicious person!

IF YOU WANT TO AVOID OCC FINES...

Comply with OCC rules! A participant, after being informed that a warning was issued by OCC, will be held financially liable for any and all fines levied by OCC to the OPA. At the discretion of the Steering Committee, the participant may also be declared ineligible for the show.

DURING THE SHOW

DOING YOUR WORK SHIFTS

Chair: Steven Provence- sprovence@hotmail.com (541-771-3073)

Check the Work Shift Schedule that is included in this packet to find out when you are expected to work your work shifts. Bring the schedule with you to the show.

Check all 3 days for possible work shifts.

Booth and Group Booth participants look for 3 shifts. Gallery-Only and Wait-Listed participants look for 2. Wait-Listed participants have 2 shifts IF they elected to be in the Gallery if no Booth was available. **(Group Booth participants have Group Booth Customer Service assignments in addition to work shift assignments. The Group Booth Chair will contact you about these assignments.)**

Sign in at the Information Booth 15 minutes prior to your shift and start on time as the previous shift cannot leave until you come to relieve them. Be sure that your shifts are covered, even if a last minute crisis prevents you from doing so personally.

Gallery-Only participants who decide at the last minute not to participate are still responsible for their scheduled shifts.

If you are unable to work the shifts listed, or if you switch shifts with someone, contact Work Shifts Chair Steven Provence ASAP at the phone number or e-mail address, so that the final schedule can be kept accurate.

NOTE: An extra 5% commission will be assessed for EACH missed work shift. Gallery-Only participants who miss their work shifts may be ineligible for *Ceramic Showcase* next year. In cases of emergency, penalties will be at the discretion of the Steering Committee. OPA members who complete 3 extra work shifts are eligible for 1 extra point.

HIGH SCHOOL EXHIBITION

Chair: Steven Schiefelbein – sschief09@comcast.net (503-841-0650)

We are hosting a showing of work done by talented high school students from some of the region's top high school programs. This is part outreach and part opportunity to broaden the base of show attendees.

Voting is Important! Check the schedule for voting.

PA ANNOUNCEMENTS ARE NECESSARY, BUT...

To keep noise pollution down during the show, we will be keeping announcements over the PA system brief and to a minimum. **Please stop by the Info Booth and update your cell phone number in the work shift notebook.**

KEEPING UP APPEARANCES

If you spend a little time during the day, and/or at the end of the day, re-stocking, re-arranging, refreshing, and attending to your booth, it can make a lot of difference in how your booth looks, and how much it appeals to your customers.

HOLDING TABLE POLICIES

Customers may leave unpaid items at the holding table for three hours before they will be put back in the artist's booth. Customers who have left paid items at the holding table will need a receipt in order to retrieve the purchases. There is no overnight holding. Anything still at the holding area at the end of the day will be returned to the artist's booth.

AFTER THE SHOW

PICK UP WORK FROM GALLERY AND INSTALLATION

All unsold **work must be picked up at 4 pm on Sunday**. *Ceramic Showcase* is not responsible for work left in the Galleries or Special Displays after the show is over. It will be considered a donation to Empty Bowls.

PLEASE HELP CLEAN UP

You are responsible for the removal of everything you brought in, including boxes, paper, price tags and all litter. We do not have a designated clean-up crew. *We* are the clean-up crew.

Remove any tape that you see on the floor, even if it is not yours.

Pour water from flower vases into toilets, after removing debris; it can clog sinks and drinking fountains.

LOAD OUT BEGINS AFTER 5:30 PM. HERE'S HOW:

Load out for participants starts at **5:30 pm**, AFTER the special display areas (Gallery, Lobby, Installation AND Group Booth) are broken down. Your booth must be completely packed up and ready to load out before bringing a vehicle into the Hall A loading area. There is a **30 minute limit** on your load-out time. The **Load In/Out Pass** must be on your dashboard **before entering the lot**.

OTHER IMPORTANT INFO

STORAGE SPACE IS LIMITED AND REGULATED

All others: A limited amount of storage space is available in a room outside the Hall. You may obtain the room number at the Info Booth. **No cardboard boxes allowed in this area** due to Fire Regulations. Cardboard boxes will be removed. Please help keep this area neat.

WE CAN PARK IN THE CONVENTION CENTER, but...

Hourly rates available Monday through Sunday:

\$5 for 15 minutes to 1 hour
\$7 for 1 to 2 hours
\$8 for 2 to 3 hours
\$9 for 3 to 4 hours

\$10 for 4 to 18 hours (over 18 hours incurs an additional \$2 per hour charge)

Time is determined from the minute you enter the garage to the time you exit. The parking garage generally opens daily at 6 a.m. Arrangements may be made for the garage to open earlier if needed. Other parking lots may be found at www.oregoncc.org.

IF YOU HAVE BROKEN OR DAMAGED POTS...

The OPA does NOT carry insurance for broken or damaged work. All payments for broken or damaged work come from *Ceramic Showcase* income. Ceramic work must be able to withstand normal handling, and your booth must be designed and built for stability. If it is determined by the Steering Committee that the design or construction of the work is the cause of the damage, or that the artist's booth furniture is inadequate or poorly constructed, reimbursement will be denied. Artists are responsible for ensuring that hanging pieces are constructed to adequately handle the weight of the work and the artist must provide proper documentation that the correct line weight has been used. Work that is not properly prepared for hanging will not be displayed in the Gallery, Sculpture Gallery, Lobby display, or the Clay in Education display. Only work broken by customers or OPA members or volunteers during sales, wrapping, gallery set-up, or other official capacity, are eligible for reimbursement.

Items priced at \$20 or less will not be reimbursed.

Not for sale (NFS) pottery is not eligible for reimbursement.

Maximum claim allowed is \$1000 per participating member. If you display work worth \$1,000 or more, you may wish to carry your own insurance.

Payments are based on a net dollar figure (price after commission) and will be made at the discretion of the *Ceramic Showcase* Steering Committee, which decides claims after the show, at the Steering Committee wrap-up meeting.

Claims made after the show or during teardown will not be considered.

Ceramic Showcase is not responsible for shoplifting, or switched or altered tags.

BROKEN POTS CLAIMS PROCEDURE

Report claim to Ceramic Showcase Chair immediately so an investigation can begin. Obtain NEW "broken pot" form from the Info Booth, and fill it out completely.

Bring the completed form and broken pieces to the Gallery Holding area and place on the shelf marked "Broken Pots". Broken pieces must accompany the form or the claim will be denied.

TIME PAYMENTS MAY BE POSSIBLE

Ceramic Showcase allows time payments for sales over \$100. Check at the Info Booth for procedures and special price tags. See Sales Chairs David Derrickson (cell: 907-952-4537) at the show if you have questions.

IF YOU TAKE CUSTOM ORDERS

Any first payment of deposit or other money that changes hands during the show will be charged the standard commission. Money that changes hands after the show will not be charged commission.

BUYING EACH OTHERS' WORK

Potters may buy directly from each other (not through the

cashiers) without paying commission. Do not remove a piece from any booth without having paid for the piece. If you are concerned that the piece will sell before you can contact the seller, affix a sold sticker, with your name on it, to the piece.

YOUR CHECK, COMMISSION, AND REIMBURSEMENTS

Treasurer: Julie Asbury – jasbury@ipns.com (503-982-6946)

Booth fees:

Half \$275.00, Half Corner \$300, Full \$450, Full Corner - \$500

Commission % on sales

17% - \$0 - \$2000

14% - \$2001-\$3000

12% - \$3001 - \$4000

10% - \$4001 - \$5500

3% - \$5501+

Group Booth remains \$150/20% commission regardless of sales totals

Checks will be mailed out as soon as bookkeeping is finished but not later than 15 business days after the show. All checks are sent "Return Service Requested" which means if they are not deliverable as addressed, they will be returned to the [Ceramic Showcase](#) Treasurer. If your address has changed since you completed your application, please make sure you have notified the Membership Director of your new address. You are responsible for contacting the **Treasurer, Julie Asbury** at jasbury@ipns.com (preferred way) or by phone at 503-982-6946, or 503-502-2162 (leave a message) with questions about tag totals or payment amounts by June ~~30~~¹, 2017

EXPENSE REIMBURSEMENT

Committee chairs should submit all requests for reimbursement not later than May 31st, and notify the [Ceramic Showcase](#) Treasurer regarding any expenses that will be paid after May 31. Up to a couple weeks before the show or any time after the show, you may mail your reimbursement requests to [OPA Ceramic Showcase](#) Treasurer, PO Box 351, Woodburn, OR 97071-0351.

To avoid payment delays, if you cannot mail your reimbursement request at least two weeks before the show, it's best to leave your reimbursement request in the Treasurer's "In" basket (at the show) in the bookkeeping room between 10am on Friday and noon on Saturday with your booth number noted. You will receive your payment either before the show closes or it will be mailed to you within a couple of days after the show. Reimbursement requests received during the week after the show will not be processed until after the show checks are done.

Payments made directly from OPA to established, trusted vendors (minimum 2 year satisfactory service) may be made a week or two prior to the show. Please call Julie Asbury at [503-982-6946](tel:503-982-6946) to make arrangements for direct vendor payments.

All money collected during the show regardless of what it is for MUST be turned in to a cashier at the show. Contact the bookkeeping chair or [show](#) treasurer to obtain a "name code" for a price tag.

NOTES FROM THE PHOTOGRAPHER

Hi friends, Due to a lack of shooting space, I will not be setting up on site during Showcase. Instead, I will be setting aside time at my nearby studio (just down NE Broadway from the Rose Garden/Coliseum area) Wednesday through Friday, April 19, 20, and 21 to be available to you. My hours will be 10-6 pm Wednesday and Friday and 12:30-6pm Thursday for you to drop off and pick up your work (earlier or later times may be possible through prior arrangement). Rates are \$50/single piece, \$45/piece there after (highly reflective, groupings, lamps, etc. ma be more). Rates include tif, large and small jpg. Other specific formatting available for a minimal charge. (cafe, juried art, zapp, etc). Please email or call to reserve a spot, though drop off and pick up times can be flexible. Thanks, and good luck with the show! Courtney Frisse 707 NE Broadway #209, Portland, Or 977232 [503-710-4280](tel:503-710-4280) (call or text) courtneyfrisse@gmail.com

ACCOMADATIONS

INN AT THE CONVENTION CENTER

HOTEL ROOM DISCOUNT April 20, 21,22,23 - free parking!

SAY: "OPA17" rate

\$105 a night for a double queen, right across the street from OCC

Inn at the Convention Center, 503-233-6331

420 NE Holladay St.

Portland, OR 97232

info@innatcc.com

109 108

Group Booth

61

Georgies

Kid's Clay

Package Pickup

High School Gallery

110	101
111	106
112	105
113	104
101	107

92	
93	91
94	90
95	89
88	

65	64	63	62
	66	67	68

60	32
59	33
58	34
57	35

31	14
30	15
29	16
28	17

- 13
- 12
- 11
- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1

114	101
111	102
115	101
116	101
117	100

96	87
97	86
98	85
99	84

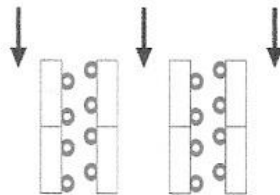
Gallery

56	36
55	37
54	38
53	39

27	18
26	19
25	20
24	21

Holding

Sales Queue



83	76
82	77
81	78
80	79

Demonstration			40
44	43	42	41

23	Installation
22	

45	46	47	48	Information
52	51	50	49	

Booth Number	FullName
9	Adams, Nancy
26	Adams, Susan
112	Alsen, Peter
42	Anderson, Jamie
53	Asbury, Julie
39	Austin, Ha
79	Aytche, Sherri
54	Baskin, Chris/Brad McLemore
43	Beach, Pamela
48	Bentley, Britt
10	Berman, Pat
12	Blessley, Valerie
86	Bourne, Linda
4	Brame, Pat
28	Brown, Sandy
87	Buskirk, Janet
77	Cameron-Bell, Scot
34	Chapin, Jean
17	Clark, Alissa
62	Curtis, Beverly
113	Dahlquist, David
57	Deal, Boni & Dave
21	Delffs, Bill & Claire
37	DeRosso, James
15	Derrickson, David
32	Duong, Tea Thanhbinh
30	Enos, Geri Lynn
101	Ernst, Ted
33	Fernstrom-Duong, Nina
46	Fields, Amy
73	Fromme, Michael
70	Gallagher, Michelle
78	Gauer/Radick, Jennifer/Meghan
16	Gibson, Ginny
13	Gizyn, Louie
7	Gordon, Anthony

20	Gosar, Frank
66	Greenwood, Sharon
1	Haddad, Barbara
83	Havens, Tim
52	Hayne, Carole
100	Heisserman, Linda
75	Henry, Jeanne
91	Hori, Motoko
58	Houtman, Sandra
2	Huels, Mary
3	Jasaitis, Jennifer
23	Keith, Jim
92	King, Jon
107	Krueger, Denise
90	Kunzmann, Meaghan
111	LaBelle, Wil
69	Lambert, Gretchen/Robin McDonald
116	Lee, Jimin
8	Linn, Ron
40	Lombard, Kristy
106	Lumiere, Lena
105	Manso, Tracie
25	Margaret Syn-R/Andrea R
94	McKinney, Virginia
45	Meiners, Dennis
29	Meyer, Peter
44	Moellering, Stephen
38	Moen, Deborah
35	Molatore, Nick
114	Moulet II, Michael
110	Neiwert, Angela
85	Nelson, Larry/Deb
65	Noe, Patrick
51	Ordorica - Rea, Rafael
55	Panttaja, Dawn/Chris McClellan
14	Parry, Dave
93	Paulsen, Chris

98	Peccia, Dan
84	Pendergrass, Gail
56	Piatt, Charles
71	Pincus, Kenneth
96	Provence, Steven
6	Rahill, Faith
115	Rebecca Arthur/Susan Pach
36	Rentenaar, Jan
74	Rigert, Michele Ann
5	Roden, Susan
104	Roth, Richard
95	Rothan, Lynn
18	Sanchez, Richard & Robin
97	Schmitt, Dan
47	Schwartz, Christopher
27	Scott, Brenda
117	Scrivens, Michael
102	Segna, Sandy
76	Shapiro, Deborah
88	Shaw, Victoria
82	Shrider, Suzette
89	Simmons, Michael
19	Stacey, Adrienne
24	Steele, Dorothy
72	Steele, Ginger
59	Stewart, Julie
64	Swink, Sara
60	Thompson, Rabun
63	Townson, Lynn
67	Traynham, Hanna
68	Warila, Jill
22	Warrens, Natalie
41	Weese, Cheryl
103	Whitlock, Todd
11	Winget, Dave
31	Workman-Morelli, Linda
49	Zimmerdahl, Sol
50	Zirkle, Amy

Group Booth

Sanchez, Bill & Sandy	126
Heymann, Gail	71
Lints, Susannah	53
Hunnicutt/Jesswein, Roxanne/Ross	39
Tarum, Erin	39
Quinn, Ana	37
Gallacher-Turner, Susan	32
Sullivan, Elisabeth Cook	29
Fent, Craig	28
Ochsner, Jean	18
Kowitz, Renae	14
Wickham, Emily	1
Jones, Kendall	7
Altman, Akari	4
Cheifetz, Connie	2
Oberdorfer, Sandra	1

Gallery Only

Fleischman, Rhoda	208
Harvey, Babette	165
Stephenson, Kathleen	31
Wylder, Jim	29
Bommarito, Helen	23
Caccamo, Thom	14
Toussaint, Sandra	14
Watson, Jenny	10
Axness, Terri	9
Greig, Annclaire	9
Raymond, Susan	7
Culligan, Maureen	4
Campbell, Casey	1
Guzmán, Veronica	1
Jaffe, Jared	1
Marsh, Linda	1
Mullen, John	1
Vaughan, Teresa	1
Gastello, Shiloh	1

Wait List

MacKenzie, Sam	1
Nelson, David	1
Wubbold, Many	1
Davidson, Chasse	1
Zitek, Dindia	1
Fredenberg, Shelly	1
Bulkley, Carolyn	1

2017 WORKSHIFT DESCRIPTIONS

ALL PARTICIPANTS: SIGN-IN AT THE INFO BOOTH 15 MINUTES PRIOR TO SHIFT CHANGE.

PLEASE START ON TIME AS THE PREVIOUS SHIFT CANNOT LEAVE UNTIL YOU ARRIVE.

Workshifts Questions? See Chair Steve Provence, (541-771-3073)

ATTENTION ALL SALES, WRAP, & CUSTOMER SERVICE SHIFTS
REPORT TO SALES OR WRAP CHAIRS AFTER SIGN-IN AT INFO BOOTH

GREETING - Greet customers, direct those with questions to Info Booth, count incoming customers with hand-held clicker and record shift totals in notebook at Info Booth (and reset clicker), check for red stickers on all pots/bags leaving *Ceramic Showcase*.

INFO BOOTH - Answer questions, give directions, give out phone numbers, take messages, use PA system to make announcements, invite suggestions and comments, help during work shift changes. Deal with Broken Pot Forms/Reports. Help keep tables by Food Area tidy.

LOBBY DISPLAY – Answer questions about the display and assist in purchases.

CASHIER SALES –**Report to Sales Chair for assignment.** Take cash, check, and Visa/MC sales, remove price tags and affix to tag boards, swipe Visa cards through confirmation machine, get signature on sales receipt, tally receipts.

TAG RUNNER – Check in with Bookkeeping supervisor at beginning of shift. Run full tag sheets from Sales table to Bookkeeping area, make copies, check copy for clarity.

TAGS DATA ENTRY – Enter sales tag info into computer using "Access" bookkeeping program.

WRAPPING – **Report to Wrap Chair for assignments.** Wrap sold pots, place red sold stickers on bags, enclose promotional material.

WRAP STOCK/CARRY OUT – Assigned to front wrap area; make boxes, stock wrapping materials for wrappers, cart out large purchases to Package Pickup area.

HOLDING – Receive pots, mark times, return pots to appropriate booths when not purchased (3 hrs.)

FRONT SECURITY – Watch front door exit, check for red stickers on all pots/bags leaving Showcase, report any security violations to **Security Chair Peter Meyer**, (cell: 541-419-9854) If you need a short break, ask Customer Service to cover your post. (Do not leave front door unattended.)

BACK SECURITY – Watch back door area, direct customers with items to purchase to sales tables, monitor Pkg. P/U parking, report any unusual occurrences or security violations to **Security Chair Peter Meyer** (cell: 541-419-9854). If you need a short break, ask Customer Service to cover your post. (Do not leave back door unattended.)

PACKAGE PICK-UP – At back door, receive and hold pre-paid packages. Check customer's name, sales receipt and phone number before giving package to customer. If you need a short break, ask Customer Service to cover your post. (Do not leave area unattended.)

CUSTOMER SERVICE – **Report to Sales Chair David Derrickson** (cell: 907-952-4537) or **Vice Chair Mary Huels** (360-577-6676) for assignments. Direct and assist customers with pots, fill in for Security, carry packages to Package Pick-Up Area, fill in at Wrapping, Fill in for no-shows etc.

GALLERY HOST – Answer customer questions, direct customers to Artists' booths, make sure the prize-winning pieces aren't removed, keep list of sold work that needs replacing, place work in gallery, and keep it tidy.

GALLERY STOCKPERSON – Assist Gallery Host. Get replacement pieces from artists as work is sold, leave "card" for artists who cannot be found, replace "gallery only" work from gallery back-stock, contact **Gallery Registration Co-Chair Susan Pachuta** (541-829-0020) or **Co-Chair Rebecca Arthur** (503-871-7458) when all three pieces sell.

SCULPTURE GALLERY HOST– Answer questions, help customers get work to sales tables, keep track of sales from area, and restock pieces as needed.

CHILDREN'S CLAY – Assist children and parents in working with clay.

ADULT CLAY – Assist adults in working with clay.

DEMONSTRATIONS – Allot an hour for your demo, plus 15 min. for set-up and 15 min. for clean-up.

NOTE: THE WORK SHIFT ASSIGNMENTS ARE SUBJECT TO CHANGE! PLEASE CHECK THE WORK SHIFTS SHEETS for the FINAL ASSIGNMENTS WHEN YOU COME TO SET UP!

SHOWCASE 2017 WORKSHIFTS - FRIDAY APRIL 21			
	10am - 1pm	1pm - 4pm	4pm - 7pm
Cashier	LINDA BOURNE	JANET AKERS	SANDY BROWN
	CHASSE DAVIDSON	FRANK GOSAR	ALISSA CLARK
	RENAE KOWITZ	SUSANNAH LINTS	LINDA HEISSERMAN
	CHRIS PAULSON	KRISTY LOMBARD	DENISE KRUEGER
	JILL WARILA	DOROTHY STEELE	DENNIS MEINERS
	11am - 2pm	2pm - 5pm	
	SUSAN ADAMS	PAT BERMAN	/////
	PETER ALSEN	KEN PINCUS	/////
	JANET BUSKIRK	SARA SWINK	/////
	LARRY NELSON	TODD WHITLOCK	/////
	10am - 1pm	1pm - 4pm	4pm - 7pm
Tag Runner		AMY ZIRKLE	DEB MOEN
Data Entry	/////	/////	GAUER/RADICK
Wrap Stock	R & R SANCHEZ		DAVID DAHLQUIST
Wrap	ERIN TARUM	JON KING	KATHLEEN STEPHENSON
	JIMIN LEE	LOUIE GIZYN	AMY FIELDS
	ANGELA NEIWERT	MEAGHAN KUNZMANN	JEANNE HENRY
	DAVE PARRY	LENA LUMIERE	CAROL BULKLEY
	JENNY WATSON	NICK MOLATORE	DAN SCHMITT
	11am - 2pm	2pm - 5pm	
	MANYA WUBBOLD	JEAN CHAPIN	/////
		JULIE STEWART	/////
			/////
			/////
	10am - 1pm	1pm - 4pm	4pm - 7pm
Package Pick-Up	DEBRA NELSON	SAM MACKENZIE	NANCY ADAMS
Holding	BABETTE HARVEY	HUNNICUT/JESSWEIN	CHRIS PAULSEN
	MOTOKO HORI	ANA QUINN	PATRICK NOE
	DINDIA ZITEK	ROBIN MCDONALD	MICHAEL MOULLET II
Info Booth	JAMIE ANDERSON	BRENDA SCOTT	PAMELA BEACH
	GAIL PENDERGRASS	MICHELLE RIGERT	CHARLIE PIATT
Greeting	EMILY WICKHAM	JIM KEITH	RON LINN
	VERONICA GUZMAN	RAFAEL ORDORICA-REA	
Customer Service	TIM HAVENS	CHRISTOPHER SCHWARTZ	CLARA LANYI
	JIM WYLDER	VICTORIA SHAW	JAN RENTENAAR
	TERESA VAUGHAN	NATALIE WARRENS	RABUN THOMPSON
		SOL ZIMMERDAHL	HANNA TRAYNHAM
	/////	/////	/////
	/////	/////	/////
Ambassador	REBECCA ARTHUR	JAMES DEROSSO	TED ERNST
	CHRIS MCCLELLAND	VIRGINIA GIBSON	HA AUSTIN
	DAVID NELSON	SUSAN PACHUTA	
Donations	JENNIFER JASAITIS	ANNLAIRES GREIG	DEB SHAPIRO
	MICHAEL SIMMONS	ADRIENNE STACY	MARGARET SYNAN-RUSSELL
Installation	SANDRA HOUTMAN	SANDRA OBERDORFER	
Gallery Host	RHODA FLEISCHMAN	SUSAN GALLACHER-TURNER	GAIL HEYMAN
		THOM CACCAMO	
Gallery Stock	PAT BRAME		SHERRI AYTICHE
Children's Clay	CONNIE CHEIFETZ	BRITT BENTLEY	SHELLY FREDENBERG
	JULIA JANEWAY	BONI & DAVE DEAL	JARED JAFFE
	BRAD MCLEMORE	JOHN MULLEN	LINDA WORKMAN-MORELLI
Security Front		BARBARA HADDAD	
Security Back	CLAIRE/BILL DELFFS	DAVE WINGET	MICHAEL SCRIVENS
Demos	PETER MEYER (11-1230)		
	SHILOH GASTELLO (1230-1)	TEA (2-30)	

	SHOWCASE 2017 WORKSHIFTS SATURDAY APRIL 22		
	10am - 1230pm	1230pm-3pm	3pm - 530pm
Cashier	TODD WHITLOCK	PETER MEYER	
	SARA SWINK	LINDA HEISSERMAN	DAVID NELSON
	JANET BUSKIRK	DOROTHY STEELE	KRISTY LOMBARD
	SUZETTE SHRIDER	SUSAN ADAMS	SANDY BROWN
	KEN PINCUS	TEA DUONG	LINDA BOURNE
	11am - 1:30pm	1:30pm - 4pm	
	JILL WARILA	WIL LABELLE	/////
	SUSANNAH LINTS	DENISE KRUEGER	/////
	FRANK GOSAR	HELEN BOMMARITO	/////
	CHASSEE DAVIDSON	JANET AKERS	/////
	10am - 12:30pm	12:30pm - 3pm	3pm - 5:30pm
Tag Runner	DENNIS MEINERS	SANDRA HOUTMAN	JEANNE HENRY
Data Entry	/////	/////	GAUER/RADICK
Wrap Stock	R & R SANCHEZ	AMY ZIRKLE	SHELLY FREDENBERG
Wrap	MANYA WUBBOLD	ERIN TARUM	AKARI ALTMAN
	LINDA MARSH	ANA QUINN	NICK MOLATORE
	MEAGHAN KUNZMANN	LENA LUMINERE	VERONICA GUZMAN
	VALERIE BLESSLEY	LOUIE GIZYN	AMY FIELDS
	TERI AXNESS	TERI AXNESS	JAMIE ANDERSON
	11am - 1:30pm	1:30pm - 4pm	
	JIMIN LEE	DAVID DAHLQUIST	/////
	CLAIRE/BILL DELFFS	JEAN CHAPIN	/////
	PAT BERMAN	CAROLYN BULKLEY	/////
	10am - 1230pm	1230pm-3pm	3pm - 530pm
Package Pick-Up	BONI & DAVE DEAL	SHILO GASTELLO	NANCY ADAMS
Holding	PATRICK NOE	KATHLEEN STEPHENSON	EMILY WICKHAM
	GAIL PENDERGRASS	SAM MACKENZIE	SUZETTE SHRIDER
	MICHAEL MOULLET II	MOTOKO HORI	
Info Booth	BRENDA SCOTT	MICHELE RIGERT	RABUN THOMPSON
	VICTORIA SHAW	CHARLIE PIATT	MARGARET SYNAN-RUSSELL
Greeting	RAFAEL ORDORICA-REA	JIM WYLDER	HUNNICUT/JESSWEIN
	JIM KEITH	DAVE PARRY	GAIL HEYMAN
Customer Service	TERESA VAUGHAN	CLARA LANYI	BABETTE HARVEY
	DINDIA ZITEK	BRITT BENTLEY	THOM CACCAMO
	SHERRI AYTICHE		VALERIE BLESSLEY
	PAT BRAME		HA AUSTIN
	/////	/////	/////
	/////	/////	/////
Ambassador	LARRY NELSON	SANDY SEGNA	TED ERNST
	CHRIS MCCLELLAND	JAN RENTENAAR	VIRGINIA GIBSON
	JARED JAFFE	TIM HAVENS	
Donations	JANNEIFER JASAITIS	SUSAN PACHUTA	PAMELA BEACH
	ANNCLAIRE GREIG	JULIA JANEWAY	
Installation	SANDRA OBERDORFER		
Gallery Host	PETER ALSEN	SOL ZIMMERDHAL	DAN SCHMITT
	RHODA FLEISHMAN	CHRISTOPHER SCHWARTZ	RON LINN
Gallery Stock	SUSAN GALLACHER-TURNER	ADRIENNE STACEY	ROBIN MCDONALD
Children's Clay	CASEY CAMPBELL	NATALIE WARRENS	LINDA WORKMEN-MORELLI
	MICHAEL SIMMONS	JULIE STEWART	BRAD MCLEMORE
	JOHN MULLEN	ANDELA NEIWERT	VIRGINIA MCKINNEY
Security Front	RENAE KOWITZ	MICHAEL SCRIVENS	JON KING
Security Back	BARBARA HADDAD	DEBRA NELSON	DAVE WINGET
Demos	HANNA TRAYNHAM (11-1230)		
		ALISSA CLARK (2-330)	

SHOWCASE 2017 WORKSHIFTS - SUN APRIL 23

	10am - 1pm	1pm - 4pm
Cashier	SUSAN ADAMS	HELEN BOMMARITO
	PETER ALSEN	LINDA BOURNE
	WIL LABELLE	PETER MEYER
	SUSANNAH LINTS	DEB MOEN
	DENNIS MEINERS	KEN PINCUS
	CHRIS PAULSEN	SUZETTE SHRIDER
	JULIE STEWART	SARA SWINK
	(11-2PM) SANDY BROWN	/////
	(11-2PM) GAUER/RADICK	/////
Tag Runner	LOUIE GIZYN	SAM MACKENZIE
Data Entry	DAVID DAHLQUIST	SANDRA HOUTMAN
Wrap Stock	JIMIN LEE	AKARI ALTMAN
Wrap	CHASSIE DAVIDSON	HANNA TRAYNHAM
	TEA DUONG	SUSAN RAYMOND
	SHELLY FREDENBERG	JULIA JANEWAY
	DAN SCHMITT	JAN RENTENAAR
	SUSAN RAYMOND	VALERIE BLESSLEY
	TODD WHITLOCK	PAT BERMAN
		REBECCA ARTHUR
	(11-2PM) BRAD MCLEMORE	/////
	(11-2PM) CLARA LANYI	/////
Package Pick-Up	DAVE WINGET	MICHAEL SCRIEVENS
Holding	JEANNE HENRY	AMY ZIRKLE
	MEAGHAN KUNZMANN	JENNY WATSON
Info Booth	RABUN THOMPSON	CAROLYN BULKLEY
	BRENDA SCOTT	DEB SHAPIRO
Greeting	DAVE PARRY	ROBIN MCDONALD
Customer Service	CASEY CAMPBELL	RON LINN
	ADRIENNE STACEY	SOL ZIMMERTHAL
	MOTOKO HORI	DAVID NELSON
	BRITT BENTLEY	TIM HAVENS
	RHODA FLEISCHMAN	JAMIE ANDERSON
Ambassador	SUSAN PACHUTA	VIRGINIA GIBSON
	LINDA HEISSERMAN	SANDY SEGNA
Donations	JENNIFER JASAITIS	JANET AKERS
	MICHAEL SIMMONS	JEAN CHAPIN
Installation	VIRGINIA MCKINNEY	
Gallery Host	VICTORIA SHAW	AMY FIELDS
	PAT BRAME	SUSAN RAYMOND
Gallery Stock	CHRISTOPHER SCHWARTZ	
Children's Clay	DINDIA ZITEK	LINDA WORKMAN-MORELLI
		LINDA MARSH
	ANGELA NEIWERT	BONI & DAVE DEAL
Security Front	BARBARA HADDAD	SHERRI AYTCHÉ
Security Back	JIM KEITH	
Demos	NATALIE WARRENS (11-1230)	MONSTER DEVOUR U (2-330)
	JANET BUSKIRK (1230-2)	

#1 GALLERY submission form (to accompany your **1st** piece) Please print legibly; and keep title short; your information will be transferred to a label. Space on labels is limited. **Gallery-Only participants** may submit up to 3 pieces. You will need a form for each piece you submit.

Artist Name (print clearly) _____

Title _____ Price/NFS\$ _____

Booth Space # _____ or Gallery-Only _____ **NEW MEMBER?** (3 years or less) **Yes** ___ **No** ___



#2 GALLERY submission form (to accompany your **2nd** piece) Please print legibly; and keep title short; your information will be transferred to a label. Space on labels is limited. **Gallery-Only participants** may submit up to 3 pieces. You will need a form for each piece you submit.

Artist Name (print clearly) _____

Title _____ Price/NFS\$ _____

Booth Space # _____ or Gallery-Only _____ **NEW MEMBER?** (3 years or less) **Yes** ___ **No** ___



#3 GALLERY submission form (to accompany your **3rd** piece) Please print legibly; and keep title short; your information will be transferred to a label. Space on labels is limited. **Gallery-Only participants** may submit up to 3 pieces. You will need a form for each piece you submit.

Artist Name (print clearly) _____

Title _____ Price/NFS\$ _____

Booth Space # _____ or Gallery-Only _____ **NEW MEMBER?** (3 years or less) **Yes** ___ **No** ___

CERAMIC SHOWCASE

Oregon Potters Association



Load In/Out Pass

Oregon Convention Center Commissioners Lot Hall A

April 21, 22, & 23, 2017

Artist Name: _____

Booth Number: _____

Cell Phone: _____

Or, I don't have a Cell Phone; please page me: _____

PLACE VISIBLY ON DRIVER'S SIDE DASHBOARD