

37th Annual Ceramic Showcase 2019

Application Instructions and Guidelines

Show Dates: April 26-28, 2019 **Location:** Oregon Convention Center Hall A-A1

Booth Eligibility - All Oregon Potters Association (OPA) 2018 members in good standing on the membership list by November 15, 2018 are eligible to apply for a booth in the 2019 Ceramic Showcase provided their membership is renewed by January 1, 2019.

Gallery Only Eligibility - All Oregon Potters Association (OPA) 2019 members in good standing are eligible to apply for "gallery only" participation in 2019 Ceramic Showcase.

Application Process - The Ceramic Showcase application is online at the OPA website, www.oregonpotters.org. Once you complete the application online, you will be emailed an invoice for your deposit. **Please print and send ONLY the emailed invoice with your deposit check.** Do NOT send the invoice shown on the web site. Follow the instructions below for determining amount due and submitting your payment.

Not an internet fan? - If you cannot complete the application online, please call the Ceramic Showcase Registrar, Ginger Steele, at 503-809-9353.

Application Deadline, Show Deposit, Late Fee, & Points Penalties

- The deposit required is \$200 for booth applications and \$40 for gallery only applications.
- To avoid a late fee and points penalty, your invoice and check must be **postmarked** on or before **November 15, 2018**. If you wait to mail it on last day, you should have it hand cancelled by a postal employee.
- If your postmark is from November 16, 2018 to November 29, 2018, you must include the \$20 late fee with your deposit.
- If your postmark is from November 30, 2018 to December 31, 2018, in addition to the \$20 late fee, **you will be placed at the bottom of the wait list as if you have no points.**
- For new members joining OPA in 2019, Gallery Only applications will be accepted without a late fee provided the postmark is on or before February 1, 2019.

Submitting Your Deposit

- Write your SSN on the back of the invoice that was emailed to you. (OPA does not record your SSN electronically. It is used only by our professional bookkeeper to process 1099's at year end.)
- Make your check for the deposit amount plus applicable late fees payable to Oregon Potters Association. **Please date the check January 1, 2019.**
- Mail your check with the copy of your invoice to: **Ceramic Showcase Registrar (Ginger Steele), 3285 NW Susbauer Road, Cornelius, OR 97113.**

Acceptance & The Points System

- Notifications of acceptance, current points, committee assignments, and wait list status are sent out by email to all applicants in early February.
- Priority for booth selection is based on how many points an artist has, if they are currently holding a position on the Ceramic Showcase Steering Committee, or hold a point position with OPA. Points are earned for membership, participation in Ceramic Showcase, and by doing various volunteer committee jobs for both OPA and Ceramic Showcase.
- If the number of booth applicants exceeds the number of booths available, some members near the bottom of the points list will be wait-listed. **Remember, most members on the wait list DO get into the show so don't let it deter you from applying!**
- The **Group Booth** is shared by 16 artists on shelving and pedestals provided by Ceramic Showcase. Priority for assignment to the group booth is based on points.
- All booth participants may submit a piece to the gallery display.
- **Gallery Only** application acceptance is automatic. All members in good standing applying for Gallery Only are accepted for participation.

Booth Sharing - All booths (except the group booth) may be shared. The booth fee will be shared equally by the participants unless they notify the treasurer that another percentage split would be more appropriate. On the application there is a place to designate the member with whom you would like to share.

Dropping Out - The deadline to drop without any monetary penalty is **March 1, 2019**. (If you're wait listed, see exception below.) If you need to drop out completely or change your participation status from Booth to Gallery Only, you must contact the Ceramic Showcase Registrar (Ginger Steele) at [ShowcaseRegistrar@OregonPotters.org](mailto>ShowcaseRegistrar@OregonPotters.org) or call her at 503-809-9353. Please include:

- if you are dropping completely or changing status.
- if you will still do your committee work.
- if you will still do your work shifts.
- the reason you are dropping.

If you drop after March 1, 2019, you forfeit all deposits. If you need to drop after March 1st due to illness or emergencies beyond your control, please include the details when you notify the Registrar.

Wait List Drop Rule Exception - Artists on the wait list will be contacted by the Building Chair as booths become available and would only forfeit their deposit if they drop AFTER accepting an available booth.

Important Dates

November 15, 2018	Postmark Deadline - Booth & Gallery Only deposits accepted w/o late fee.
November 16-29, 2018	Postmark Deadline - Booth deposits accepted w/ \$20 late fee.
November 30-December 31, 2018	Postmark Deadline - Booth deposits accepted w/ \$20 late fee plus placement at the bottom of the wait list as if you have no points.
February 1, 2019	Postmark Deadline - Gallery Only deposits accepted w/ \$20 late fee.
Early February 2019	Show Acceptance Status Notifications emailed to applicants.
March 1, 2019	Drop Deadline - Last day to drop from booth participation & receive full refund.
Date TBD (March 2019)	OPA General / Booth Selection Meeting - 6:30pm @ Multnomah Art Center
April 24 & 25, 2019	Show Set Up

Booth Sizes & Prices - On the application, select the size booth you want. As much as possible, the booth sizes in the show layout will be adapted to accommodate the artists' booth choices.

2019 Ceramic Showcase Booth Fees and Commission Rates

Description	Fee	Commission Rate
Gallery Only - May submit up to 3 pieces	\$40	30%
Group Booth - 1 shelf unit in shared space plus may submit 1 piece to gallery	\$150	20%
Full Booth - 10x10 in line plus may submit 1 piece to gallery	\$450	Multi Level *
Full Corner Booth - 10x10 plus may submit 1 piece to gallery	\$500	Multi Level *
Half Booth - 5x10 in line plus may submit 1 piece to gallery	\$275	Multi Level *
Half Corner Booth - 5x10 plus may submit 1 piece to gallery	\$300	Multi Level *
Three Quarter Booth - 5x15 plus may submit 1 piece to gallery	\$500	Multi Level *
Uber Booth - 5x20 plus may submit 1 piece to gallery	TBD **	Multi Level *

* Multi Level Commission Rates

17%	On the first \$2,000 of sales
14%	On the next \$1,000 of sales (\$2,001 to \$3,000)
12%	On the next \$1,000 of sales (\$3,001 to \$4,000)
10%	On the next \$1,000 of sales (\$4,001 to \$5,000)
3%	All sales over \$5,500

** The Uber Booth Fee has not been determined. The floor plan will not be done until January. If space is available for Uber Booths, the price will be determined then.

Booth Selection Meeting - Booth selection occurs at the March general membership meeting. If you cannot attend, you may send someone else to choose for you. Otherwise, a booth will be assigned to you.

Work Shifts and Committee Work - Ceramic Showcase is run completely by volunteers and by the members participating in the show. Participants are required to do work shifts at the show and committee work that occurs prior to, during, or after the show. If you are physically fit and capable of heavy lifting, please volunteer for one of the more labor intensive committees.

Committee Work will be done before, during, and/or after the show depending on the task. All booth participants will be given a committee assignment. Gallery only participants are not required to do committee work but may volunteer to do a committee job and earn an extra

point. The committee jobs available and very brief job descriptions are on the Showcase Event page on www.oregonpotters.org

Work Shifts are a variety of jobs done during the show. Shifts range from 2.5 to 3 hours each. Booth participants are required to do 3 work shifts. Gallery only participants are required to do 2 work shifts.

Penalties - For Not Completing Committee or Work Shift Assignments, penalties may include but are not limited to loss of points and/or loss of eligibility to participate in Ceramic Showcase at the discretion of the Showcase Steering Committee.

Group Booth "Sitting" Assignments - Group booth participants will be scheduled for booth sitting assignments to greet customers, answer questions, and restock. This is comparable to artists spending time in their own booths and does not constitute a work shift or committee work.

Installation - Ceramic Showcase sets up and displays donated pieces made by OPA members based on theme set by the Installation Chair. The theme will be announced by January 2019. The net income from sales will benefit OPA's Clay in Education program.

Save Boxes Now - We need about 25 clay size boxes from each participant.

Equipment Rental - All booths have pipe and black drape and a front light bar at no extra charge. These will be removed by the decorator if you do not want them. If you would like to rent tables, contact the Equipment Rental Chair. The cost will be deducted from your show check. White drape or other products may be rented by special order from the decorator. Contact the Equipment Rental Chairs, Larry and Deb Nelson.

Send us Your Images! - Help us Advertise YOU - We need images of your work to help us promote Ceramic Showcase - for the poster, postcard, bookmark, as well as print/TV/online advertising and on social media. Send us as many as you can - **they don't have to be perfect, we can edit them.**

Images can be sent via email to ImageManager@oregonpotters.org or www.wetransfer.com. If using WeTransfer: 1) Select the free option, 2) Agree to their terms, and 3) Send to the email address above.

Submission deadline for poster and advertising consideration is December 1, 2018.

Requirements:

- High resolution (300 dpi or more) - the bigger the better! TIFF and JPEG formats preferred.
- If your email gives you the choice of sending a smaller version, please resist - this compromises the file and makes it useless for print.
- Please provide your full name, title of artwork, firing method, any other important info.

We can use low resolution for online advertising and social media, so keep those images coming after the deadline.

Show Information & Notifications

The following documents are required reading in the online application process and should be kept for reference.

- *Application Instructions*
- *Ceramic Showcase Policies*
- *Ceramic Showcase Terms*

Between January and late March you should also receive the following documents by email. These documents contain essential information. If you do not receive them by the dates noted, please contact the Ceramic Showcase Registrar.

- *How to Make Our Show Successful* - Early to mid January
- *Show Acceptance Status Notification* - Early to mid February
- *Ceramic Showcase Information Packet* - Late March

If you have any questions, please use the contact list below:

Ceramic Showcase Registrar	Ginger Steele	showcaseregistrar@oreconpotters.org
Ceramic Showcase Chair	Dawn Panttaja	lostdolls@hotmail.com
Treasurer	Matt Wolden	opa_treasurer@hotmail.com
Points Chair	Gretchen Lambert	gretchen.lambert@gmail.com
Committee Placement Chair	Connie Cheifetz	conniejean1956@gmail.com
Work Shift Chair	Denise Krueger	dmk482@msn.com
Publicity/Advertising Chair	Claire Delffs	glass-delffs@comcast.net
Image Manager (for Pub/Ad photos)	Sharon Greenwood	ImageManager@oregonpotters.org
Poster/Postcard Chair	Frank Gosar	fgosar@q.com
Mailing List Co-Chair	Sam MacKenzie	keigkenzie@gmail.com
Equipment Rental Co-Chairs	Larry & Debi Nelson	larry@chehalemmountainpottery.com debi@chehalemmountainpottery.com