

## Clay Fest Job Description

Updated 11/2014

# Signage

This position is responsible for all signs used in support of the show.

### Responsibilities

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- the development of new signs as required
- the procurement of new signs (through budgeted fabrication or sponsorship)
- the installation and removal of signs (by hired service and/or workshift crew)
- the application for signage permits as required
- the printing and fabrication of booth signs for all participants the maintenance and storage of all signs and support materials

### Signage used in support of the show

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- Each booth participant gets :
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  - Booth sign with name (as indicated on application preferences)
  - Booth number
  - Name badge in holder
  - "Pay at centralized sales" stand-up card
  - "This artist is on a workshift" stand-up card
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- The show is promoted with the following signs :
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  - the interior SALES hanging sign
  - the interior CASH/Checks sign(s) used in the sales areas
  - the interior KIDS CLAY sign
  - the interior DEMO sign(s) with who and when info

- the over-the-street banner
- the (2) horizontal exterior banner/sign(s) on the building
- the (2) verticle exterior banner/sign(s) and hardware used on the lamp post
- the sandwich-board sign used in the parking lot

For more information click this link to send us an email:

[information@clayfest.org](mailto:information@clayfest.org) **Subject: Signage Openings**