

Dear Members of Local Clay and Clay Fest Applicants,

In these uncertain times, the Clay Fest Steering Committee has been working on how to proceed as we head further into this year's show planning.

We are concerned with everyone's health and well-being, and any decisions will be made with those in mind.

Because it is too early to know how things will progress, **we have decided to CONTINUE PLANNING TO HOLD CLAY FEST October 9-11, and hope you will apply to the show!**

We want you to be free of financial risk in applying to Clay Fest so, **should the show be cancelled, your BOOTH FEES WILL BE REFUNDED.**

Checks for booth fees are not cashed until after Booth Selection, June 2. Credit card payments are also made on June 2 or later. If it is a hardship for you to pay your fees before the show, we will work with you on that.

We plan to continue following the steps we take to put on our show, while staying aware of what is happening. If it becomes necessary to cancel the show, we would do so as early as possible.

CLAY FEST

2020

Clay Fest is an annual, non-juried, ceramics-only show and sale, put on by **Local Clay** to provide its members with a venue to showcase and sell their work. For those who are not yet members of Local Clay, we have provided information to join at the same time as you apply for Clay Fest. We also offer a mentoring program. New participants can be paired with more experienced members, who will coach them in preparing for a booth at Clay Fest.

Clay Fest has developed a loyal following of customers who show up every year to add to existing collections and to discover new favorites. To make the experience easy for them, Clay Fest has a centralized sales area; customers are free to wander the show gathering items for a one-stop purchase at the door. Clients enjoy meeting and talking with the potter-artist. For this reason potters are encouraged to spend time in their booth when not working for the show, and representatives or agents may **not** sell in place of a show participant. In addition, only work produced by the show applicant may be sold in their space. To maintain the integrity of the show, no work from kits or commercial molds will be accepted.

All show participants do work shifts during the show. Booth participants also do committee work, usually before the show. Committees perform work necessary for the smooth operation of the show, including building preparation, set-up and take-down of common areas (sales, gallery, kids' clay), managing cash tills, gallery intake, and distributing posters. The Committee Work Form and Work Shift Form are included as part of this application.

The Gallery is a special feature of Clay Fest, drawing attention and offering alternative options for selling. Booth holders use it as a vehicle for spotlighting major work or unique one-of-a-kind pieces. Members who are just launching their careers in clay benefit from it as a first-time selling experience. In addition, any Local Clay member who does not get a booth space can participate in the Gallery as an alternative. Each show participant may have one item on display in the Gallery at any one time. Gallery-only participants may submit three pieces during Gallery Check-In; one will be displayed immediately and the other two will be held in storage for re-stock when the first piece sells. Booth participants will be able to provide re-stock from their booths.

- **Clay Fest is held in Eugene at the Lane Events Center.**
- **This year's show dates are October 9, 10, and 11th.**

**Applications must be postmarked on or before May 8, 2020
(Those posted late will be placed on the wait-list in order received.)**

Clay Fest accepts credit cards for booth application fee. **All applicants are still required to send a check to complete their application.** At the booth selection meeting, participants will have the option of having their original check deposited, paying with credit card at the meeting and getting their check back, or if not at the meeting paying online through Square Invoice and having their check shredded. Credit card payments will have an additional \$ 5.00 handling charge. Whether using check or credit card all applicants whose payments do not clear will be dropped from the show.

Important Details-Must Read/ Clay Fest 2020 Application

The Booth Assignment Process

Booths are assigned on Tuesday, June 2, 7:15 p.m. at McNail-Riley House, 601 West 13th Ave., Eugene (13th and Jefferson). Parking is on the south side of 13th, in the Fairgrounds parking lot. Priority for booth assignment is based on points. Points are earned by serving as a Clay Fest committee chair or a Local Clay board member. Any applicant not present at the booth assignment meeting may delegate selection of his or her space, or default to selection by one or more members of the Clay Fest steering committee or a random drawing. Those who wish to pay by credit card will be able to do so at this meeting. For questions regarding credit card payment option, contact Robin Russell: robin@robinrussell.com or phone number 541.687.1971.

1. Applicants with points and steering committee chair trainees will select their booth spaces first.
2. Applicants with no points will be pooled and names will be drawn at random to fill remaining booths.
3. Applicants not chosen for a booth space will be drawn for placement on the wait-list. (Checks from the first ten people on the wait-list will be held, the remaining checks will be returned)

Fire and Electrical Regulations

Each booth is limited in the amount of electricity to be used. The fire department requires an **approved fire extinguisher for each booth—you will need to supply it! They also require specific electrical cords and configurations.** The Move-In packet will detail these requirements. All booths will be inspected on Friday afternoon prior to opening.

The show cannot open until all booths are in compliance.

Communications from Clay Fest

Our preferred method of delivering registration and participant materials is via e-mail and/or the Clay Fest web site <http://www.clayfest.org/ClayFest/ParticipantInfo.html>. (If you are planning on retrieving materials from our website, **make sure your software is compatible with ours and that you are able to download info** by going to our website prior to filling out your application).

Publicity

Advertising for Clay Fest 2020 includes: bookmarks, large color postcards mailed out to over 9000 addresses, 650 posters covering local areas, Clay Fest website (www.clayfest.org), advertisements in local newspaper(s), radio underwriting, television and street banners in downtown Eugene. More detail about how you can contribute to publicity will be included in the booth notification letter. However, for your information please consider this:

- Your customers are important to Clay Fest success. Send your current customer list, by June 19, to the Mailing List Chair, Sandy Segna at mailinglist@clayfest.org, to be sure they will get a Clay Fest postcard.
- To have your e-mail address and/or web page linked to the Clay Fest webpage, please fill in the appropriate information on the application form.
- Participants interested in having images considered as advertising graphics should go to the following link: <http://www.clayfest.org/ClayFest/ParticipantInfo.html> and/or contact Frank Gosar for more information at: graphics@clayfest.org
- Images for publicity are due on or before June 19.

CALENDAR

04/01	Application available online	10/08	Booth set-up	noon to 9 p.m.
05/08	Application postmark deadline due date		Gallery Check-in	3-6 p.m.
06/02	Booth Assignment Meeting 7:15 p.m. @ McNail-Riley House, 601 W. 13 th Ave., Eugene	10/09	Gallery Check-in	8-11:00 a.m.
06/09	Booth notification mailed/posted on website		Booth set-up	8 a.m. to 2 p.m.
06/19	Advertising image deadline		Fire Marshal Inspection	2 p.m.
06/19	Submit mailing list to the mailing list chair		Booth stocking	8 a.m. to 5 p.m.
07/10	Gallery Only application postmark due date		Sales/Wrapping Training-Mandatory	1 p.m.
08/01	100% refund cancellation postmark deadline		Visa Training-Mandatory	1:15 p.m.
08/14	Move-In Packet mailed/posted on our website		Security training-Mandatory	1:30 p.m.
09/01	50% refund cancellation deadline	10/10	Show open from	5-8 p.m.
09/01	Gallery Only drop date	10/10	Show open from	10 a.m. to 6 p.m.
09/01	No refunds after this date	10/11	Show open from	11 a.m. to 5 p.m.
		10/11	Show tear-down	5-9 p.m.

Registration Form/Clay Fest 2020 Application

Name: _____

Street: _____

City/State/Zip: _____

Cell Phone: _____ Land Line: _____

E-Mail: _____ Web Page Link: _____

This is a shared booth application. My booth partner is: _____

People wishing to share a booth **must each** complete a separate application. Please make sure each application includes your booth partner's name. We prefer shared-booth applications be submitted together in the same envelope.

▶ Business name (for publicity and signage): _____

▶ Which names do you want on your booth sign? First/Last Name Business Name Both

▶ I am a current member of Local Clay:

Yes, my 2020 Local Clay membership is paid and up-to-date.

NO (I am including a **separate** \$20.00 check along with the member form)

Not sure of your membership status? Check with Allan Kluber at allank@efn.org or (if needed) 541 687-0534

I would like to link my webpage to the Clay Fest site.

I will accept ALL further communications from Clay Fest via E-mail and/or webpage

I would like to participate in the Mentoring Program As a mentor Please match me with a mentor

I live in the Eugene area and will host an out-of-town potter/artist during the show

I AM APPLYING FOR:

Gallery Only: \$25.00 refundable deposit included with this application (returned after participants have participated in the show and completed all work assignments) plus 16% sales commission

Full Booth space: 10' x 10' (\$155 -, plus 16% sales commission on all sales-including gallery)

If Full Booths are gone I will take a Half Booth (If you get a Half Booth, you will get a refund)

Half Booth space: 5' x 10' (\$90 -, plus 16% sales commission on all sales-including gallery)

If Half Booths are gone I will take a Full Booth (You will have 30 days to pay the \$65 balance)

If I do not get a booth space, I will participate in the Gallery-Only category (\$25 refundable deposit, 16% sales commission)

I would like Pipe & Drape @ \$40 per booth? What color? BLACK or WHITE

I would like to rent table(s) @ \$10.00 ea. How many? _____

I would like to rent chair(s) @ \$1.30 ea. How many? _____

*Pipe & drape, table, and chair fees will be deducted from your sales. Do not send these fees with your application!

APPLICATIONS MUST BE COMPLETE (WITH PAYMENTS) TO PROCESS- HAVE YOU INCLUDED ALL?

1. Completed registration form--All must include signed check for booth fee, payable to Local Clay.

2. Completed committee work form

3. Completed work shift form

Please check these additional boxes if they apply to you:

After Booth selection, I will pay with credit card invoiced through square. Check will be returned or shredded. Call Robin Russell at 541.687.1971 for more information.

Local Clay membership form--if not 2020 member (with signed \$20 check payable to Local Clay).

For membership information and form, go to our website at: <http://clayfest.org/LocalClay/Join.html>

SEND APPLICATION FORMS AND CHECK(S) POSTMARKED ON OR BEFORE FRIDAY, MAY 8, 2020

Mail to: Clay Fest, attn: Registrar ♦ 37036 Hwy 58 ♦ Pleasant Hill, OR 97455

I have read all application materials, including the "Important Details-Must Read" page, and agree to the terms herein. I agree to hold Clay Fest and Local Clay and its principals and members harmless against all damages, claims, losses, etc. that may arise from the exhibit and/or the activities of the participants, guests or visitors. I understand **there is no formal security on Thursday October 8, 2020 from noon until 7 P.M.**

Signed: _____

Date: _____

NOTE: You will get an email or phone confirmation after your application is received. If you do not get this confirmation, contact the Registrar at registrar@clayfest.org or (if needed) 541 912 5398.

Committee Work Form/Clay Fest 2020 Application

Please print form one side only-Thanks!

GALLERY ONLY Participants are not required to do committee work;

However, VOLUNTEERS are greatly appreciated!

Name: _____

City/State/Zip: _____

Cell Phone: _____ Land Line: _____

E-mail: _____

I am currently a committee chair. I am chair of: _____

I am currently a trainee. I am trainee for: _____

I am in Gallery Only, and choose to sign up for the optional committee work.

► Gallery-only members are not required to do committee work, but do one 3-hour work shift during the show.

I am an out of townner, working two additional work shifts, for a total of FOUR work shifts.

Out-of-townners, who are absolutely unable to do committee work prior to the show, may work: **two additional** 3-hour work shifts, for a total of **four 3-hour shifts**. (Please note, this is a grueling experience and we do not recommend it!)

Committee Preferences:

Most committee work is done PRIOR to the show and during CLOSED hours.

Please consider factors such as: age, physical condition, temperament, interests, etc. when selecting committee work. The goal is to have fun and not wear yourself out.

- Building Prep—Prepare building for show (tape spaces on floor, etc.) Wednesday morning - physical work.
- Building Security Patrol—Provide security during show set-up Thursday evening and Friday before the show opens and after the show closes on Friday, Saturday, and Sunday. (Will be divided into shifts.)
- Cash—Count tills throughout the show (accuracy is a must). No work shifts are required with this job.
- Gallery—Receive gallery work (includes typing) Thursday afternoon from 3-6 pm and Friday morning **OR** set up the gallery display on Friday, **plus** mandatory 15 minutes take-down Sunday, at the end of the show.
- Gallery Set-Up—Preparation and set-up of gallery walls, lighting, pedestals, etc. Thursday morning and/or Sunday Evening, after the show closes. (Physically demanding!)
- Posters—Distribute and hang posters in designated areas, a few weeks before Clay Fest opens.
- Sales—Purchase bags and reams of paper prior to the show. Help set up sales area Thursday **OR** tear down Sunday evening; **plus** oversee sales area occasionally throughout show.

ALL BOOTH HOLDERS are required to do one committee assignment. (We will do our best to assign you to your preferences).

► Indicate preferences below (1st, 2nd, 3rd) and check times you prefer to work, when applicable.

Building Prep: Wednesday morning

Building Security Patrol: Thursday Friday Saturday Sunday

Cash: On-going throughout the show

Gallery: Thursday 3-6 p.m. Friday 8-11 a.m. Friday 10 a.m. to 1 p.m.

(ALL Gallery Committee members required to work 15 minutes Sunday immediately after show closes.)

Gallery Set Up or Tear Down Thursday AM Sunday PM (after show closes)

Posters: A few weeks prior to show

Sales: Purchase paper and bags prior to show **and** set-up Thursday or take-down Sunday evening

Work Shift Form/Clay Fest 2020 Application

Please print form one side only-Thanks!

Name: _____

City/State/Zip: _____

Cell Phone: _____ Land Line: _____

E-mail: _____

► Are you an out-of-towner working two additional work shifts, for a total of FOUR work shifts? Yes/ No (circle one)

Shifts occur during the "OPEN" hours of the show.

Please consider factors such as: age, physical condition, temperament, interests, etc. when selecting work shifts. The goal is to have fun and not wear yourself out.

- Demo—Prepare a demonstration of some aspect of ceramics and then present to the public during Clay Fest.
- Gallery Host—Remain in Gallery area at all times during shift and help customers (some typing required).
- Info Desk/Greeter—Provide info and answer questions, make PA announcements, count and greet customers.
- Door Monitor—Work at entrances checking all packages for "paid" sticker (last shift of day works past closing time). Must be able to stand.
- Kids' Clay—Provide assistance in Kids' Clay area. Create happy and positive experience for children **and their parents**, amidst noise and chaos.
- Cash Sales—Process sales to customers, handling cash and checks. Work quickly and accurately, using adding machine/calculator and cash box. Last shift of day works past closing.
- Sales Line Host—Assist customers in line to make sure they are in correct line for debit/credit or cash/check and maintain a positive, cheerful atmosphere. Help move packages to info area for pick up if needed.
- Credit / Debit Sales—Process customer sales using a Data-capture machine.
- Sales Tags—Handle sales tags during the show (sort-copy-record). Requires attention to detail and use of adding machine. Must be able to stand during shift.
- Wrapping—Properly wrap and bag (and/or box) customers' purchases, assembling boxes as needed. (Can be hard on the back).

Work Shift Preferences:

ALL booth participants work two work shifts. Gallery only participants work one work shift.

Do you have experience at credit/debit card processing? (If YES—Please consider selecting "credit debit" as first choice) **Indicate preference below (1st, 2nd, 3rd):**

<input type="checkbox"/> Demo	<input type="checkbox"/> Door Monitor	<input type="checkbox"/> Sales Line Host	<input type="checkbox"/> Sales Tags
<input type="checkbox"/> Gallery Host	<input type="checkbox"/> Kids' Clay	<input type="checkbox"/> Credit/Debit Sales	<input type="checkbox"/> Wrapping
<input type="checkbox"/> Info Desk/Greeter	<input type="checkbox"/> Cash Sales	<input type="checkbox"/> I am willing to work any job at Clay Fest (Thank you!)	

Work Shift Times:

ANYTIME, **OR** indicate preference below

FRIDAY: 5-8:30 p.m.

SATURDAY: 10 a.m. to 1 p.m. 1-4 p.m. 4-6:30 p.m.

SUNDAY: 11 a.m. to 2 p.m. 2-5:30 p.m.

NOTE: Last shifts for Sales, Credit/Debit, and Security end when customers have completed their purchases and left the building.

► **Indicate other preferences below:**

<input type="checkbox"/> No back-to-backs	<input type="checkbox"/> Both shifts on one day	<input type="checkbox"/> Same job for both shifts
<input type="checkbox"/> Different jobs for each shift	<input type="checkbox"/> Unavailable times: _____	

In addition to my work shifts, I can volunteer for a shift on these days: _____

At these times: _____