

40th Annual Ceramic Showcase 2022

Application Instructions and Guidelines

Show Dates: May 6-8, 2022 **Location:** Oregon Convention Center Hall A-A1

NEW: COVID-19 Safety Measures: In compliance with the State of Oregon guidelines, Oregon Convention Center requires **all participants and visitors to be masked**, and must provide **proof of full vaccination or a negative COVID-19 PCR or Rapid test result within 72 hours of the first day of an event for people 12 years of age or older** (children 11 years of age or younger are exempt)

Booth Eligibility - All Oregon Potters Association (OPA) 2022 members in good standing on the membership list by December 31st, 2021 are eligible to apply for a booth in 2022 Ceramic Showcase, provided their membership is renewed for 2022 before application.

Gallery Only Eligibility - All Oregon Potters Association (OPA) 2022 members in good standing are eligible to apply for "gallery only" participation for 2022 Ceramic Showcase.

Application Process - The Ceramic Showcase application is online at the OPA website, www.oregonpotters.org. You will be able to both register and pay for your deposit online. Once you complete the application online, you will be emailed a receipt of your transaction.

Not an internet fan? - If you cannot complete the application online, please call the Ceramic Showcase Registrar, Chris McClelland, at 971-242-9337

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

- The deposit required is \$200 for all booth applications with the exception of the **Shared Booth** option, which will be \$100 per person sharing a booth. **Gallery Only** applications require a \$40 deposit.
- To avoid a late fee and points penalty, you must finish your application and payment by Monday, Feb. 14th, 2022
- Applications received after 2/14/22 will incur a \$20 late fee with your deposit.
- If you apply after Feb. 28th, 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 2022, Gallery Only applications will be accepted without a late fee before March 15, 2022.

Important Information Needed

- Participants will be sent a docusign form W-9 so that we can collect the necessary information for payout.
- Participants will be sent a request for their vaccination card. They will need to upload an image of their vaccination card.
- Participants will be sent OPA's anti-discrimination and anti-sexual harassment policies to read, understand, and agree to follow.
- These will happen once they have registered and picked a booth in March and will be due by the start of April to ensure we have all necessary information.

Acceptance & The Points System

- Notifications of acceptance, current points, committee assignments, and wait list status are sent out by email to all applicants in late 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.
- **Emerging Artist Booth** is shared by 9 artists on shelving and pedestals provided by Ceramic Showcase. To qualify as an Emerging Artist this must: be a first time booth participant in Ceramic Showcase (other than Gallery Only) or you may be an established artist who is radically changing your body of work. Applicants will be contacted by Ceramic Showcase Chair, Dawn Panttaja, to see if they qualify.
- **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 OPA Finance Committee that another percentage split would be more appropriate. On the application there is a place to designate the member(s) with whom you would like to share. If you would like to share a booth, but don't yet have a partner, indicate **IDK** in this space. **Deposit for a Shared Booth will be \$100 from each party who will be sharing the booth.**

Dropping Out - The deadline to drop without any monetary penalty is **March 15, 2022**. (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 (Chris McClelland) at ShowcaseRegistrar@OregonPotters.org or call her at 971-242-9337. Please include:

- whether 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 15, 2022, you forfeit all deposits. If you are dropping due to illness or emergencies beyond your control, please include the details when you notify the Registrar. Some exceptions to our refund policy are made when there is illness or personal emergency.

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

February 14, 2022	Application Deadline: Booth & Gallery Only deposits accepted w/o late fee.
February 15-28, 2022	Booth deposits accepted w/ \$20 late fee.
If you apply after March 1, 2022	Booth deposits accepted w/ \$20 late fee plus placement at the bottom of the wait list as if you have no points.
March 15, 2022	Gallery Only deposits accepted w/ \$20 late fee.
Late February 2022	Show Acceptance Status Notifications emailed to applicants.
March 15th, 2022	Drop Deadline - Last day to drop from booth participation & receive full refund.
March 11th 2022	Booth Selection Meeting - 6:30pm Via Zoom
May 4 & 5, 2022	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.

2022 Ceramic Showcase Booth Fees

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%
Emerging Artist Booth - 1 shelf unit, 1 gridwall, 1 pedestal plus gallery piece	\$180	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 \$1,500 of sales (\$4,001 to \$5,500)
3%	All sales over \$5,500

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

Booth Selection Meeting - Booth selection occurs in March via Zoom. If you cannot attend, you may ask 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 a theme set by the Installation Chair. The theme will be announced by February 2022. 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! - Just once, to one place! - Help us Advertise! -

We need FRESH, NEW images of your work to help us promote Ceramic Showcase - for the poster, in newspaper and TV advertising and on social media. Send us as many as you can!

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

Requirements for the poster are:

- **Submission deadline January 31, 2022**
- 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.

High resolution is preferred for poster/newspaper/TV, but we can also use low resolution for social media.

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 February
- *Show Acceptance Status Notification* - Mid to late February
- *Ceramic Showcase Information Packet* - Early April

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

Ceramic Showcase Registrar	Chris McClelland	showcaseregistrar@oregonpotters.org
Ceramic Showcase Chair	Dawn Panttaja	lostdolls@hotmail.com
OPA Finance Committee Contact	Miranda DeVore	mirandadevore@oregonpotters.org
Points Chair	Gretchen Lambert	gretchen.lambert@gmail.com
Committee Placement Chair	Connie Cheifetz	conniejean1956@gmail.com
Work Shift Chair	Denise Krueger	dmk482@msn.com
Show Layout / Booth Picking	Aubrey Sloan	aubreysloanpottery@gmail.com
Publicity/Advertising Chair	Sharon Greenwood	sharongpottery@gmail.com
Image Manager (for Pub/Ad photos)	Sharon Greenwood	ImageManager@oregonpotters.org
Group Booth Chair	Sam MacKenzie	keigkenzie@gmail.com
Equipment Rental Co-Chairs	Larry & Debi Nelson	larry@chehalemmountainpottery.com
Emerging Artist Coordinator	Dawn Panttaja	lostdolls@hotmail.com
College Booth Liaison	Carolyn Buckley	campfirecarolyn@gmail.com