



# Ceramic Showcase 2012 Application Packet

## What is Ceramic Showcase?

Ceramic Showcase was started in 1983 by the Oregon Potters' Cooperative (now the Oregon Potters' Association). The first year, about 40 ceramic artists participated and they grossed about \$13,000. From these humble beginnings, Ceramic Showcase has become a show with over 200 participants which typically grosses about \$450,000. It is one of the largest gatherings of ceramic artists in the world, and is an excellent place to see both new and traditional claywork. It is also a great place to meet fellow clay artists, to share information, talk about clay, and, of course, to sell your work.

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## When and where is Ceramic Showcase?

Ceramic Showcase 2012 will be May 4-6 at the Oregon Convention Center, 777 NE Martin Luther King Blvd, Portland OR 97232

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## Who runs Ceramic Showcase?

We all do. Ceramic Showcase is run by a team of volunteers, all of whom are members of the Oregon Potters' Association. The Chair of the show for 2012 is Margaret Synan-Russell, her Co-Chair is Kris Paul and they are helped by a huge number of Committee Chairs. We hire a PR firm to help our Publicity Committee, and we give a small stipend to the Showcase Chair, PR Committee Chairs and Treasurer, but most of the work is done (and done very well) on a 100% volunteer basis.

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## How do I apply to Ceramic Showcase?

The application Deadline for participation is November 15. We do accept late applications, but late fees must be paid and very late applications are placed at the bottom of the Waiting List (see "What are the deadlines? If I apply late what are the late fees?").

Ceramic Showcase Applications are included in this Application Packet. They are also available on the OPA Website and from the Newsletter Editor. If you would like to apply, fill out the Application and send it to Julie Asbury, OPA/ Ceramic Showcase Treasurer, PO Box 351, Woodburn OR 97071

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## If I participate in Ceramic Showcase, what is expected of me?

Everyone involved with Ceramic Showcase helps to run the show. We all work workshifts, and members who have a Booth or a space in the Group Booth also serve on a Committee. We also pay a Booth or Gallery Participation fee. The general expectations of you will vary depending on what level of participation you choose. The Committee and workshift requirements, as well as many other expectations, are explained in the section titled "How can I participate in Ceramic Showcase?" and the fees are explained in the section titled "How much does it cost to participate in Ceramic Showcase?"

In addition to showing our work, we are all expected to help publicize Ceramic Showcase. Whatever our skills and interest may be, all of us can submit our mailing list to the Mailing List Chair, hand out Showcase fliers at our other shows, send invitations to our Facebook friends, mention the show to our co-workers, the list goes on.

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## What are the deadlines? If I apply late, are there late fees?

The deadline for all applications is November 15. We do accept applications after the deadline, but the late fees increase periodically. *All deadlines are determined by postmark.*

The late fees for **Booths and Group Booth participation** are as follows:

**Nov 16-22** (postmark) \$50 late fee

**Nov 23-29** (postmark) \$100 late fee

**after Nov 29** \$100 late fee and application will be placed on the bottom of the Waiting List (as if participant has 0 points)

The Ceramic Showcase **Gallery** has a different late fee. If you are applying only for the Gallery, the late fee is \$20 for applications postmarked Nov 16-Jan 31. Gallery applications are not accepted after Jan. 31.

The deadline to drop out of the show and receive a full refund is March 1. Please see the section titled "What happens if I plan to participate, but then need to cancel?"

## How can I participate in Ceramic Showcase?

There are several levels of participation available. You may choose one or you may choose several. They are listed below, more or less in the order of "most participation" to "least participation":

**Booths:** If you choose to have a booth in the show, you are given a space that is 10x10' (full booth), 10x5' (half booth), 15x5' (¾ booth) or 20x5' (uber booth). These are unfurnished (although black pipe & drape is provided), you must supply all shelving, pedestals, lighting, etc yourself. If you choose to have a booth, you are required to pay a fee and serve on a Committee and to do three or more Workshifts (see "Tell me more about Workshifts" & "Tell me more about Committee Work"). If you have a booth, you may also participate in the Gallery and are eligible to participate in Theme Displays for no extra charge or extra Workshift/ Committee work. You cannot have a booth and be in the Group Booth as well. There is often a wait list for booth spaces. Your place on the wait list is determined by how many "Points" you have ("What the heck is the Points System?"). To apply for a Booth or Group Booth space in Showcase 2012, you must have been a member of OPA in 2011. Please see info in "What other information will I need to know?" section. Booth application deadline is November 15.

**Group Booth:** The Group Booth is a large area that shows the work of 20 ceramic artists. If you choose to participate in the Group Booth, Ceramic Showcase supplies all of the shelving, pedestal, lights, etc that you will need. You are, however, asked to help transport and set them up. You may prefer to participate in the Group Booth rather than a Booth, or you may want to use the Group Booth as a "waiting area" while your name is on the wait list for a Booth. People who are on the wait list for a booth are often offered a space in the Group Booth while they wait for a booth.

If you participate in the Group Booth you are required to pay a fee and serve on a Committee and to do 3 or more Workshifts (see "Tell me more about Workshifts" & "Tell me more about Committee Work"). You also must help with the Group Booth set up, tear down, or re-stocking during Showcase. If you participate in the Group Booth, you may also participate in the Gallery and are eligible to participate in Theme Displays for no extra charge or extra Workshift/ Committee work. There may be a wait list for participation in the Group Booth. Your place on the wait list is determined by how many "Points" you have (see "What the heck is the Points System?"). To apply for a Booth or Group Booth space in Showcase 2012, you must have been a member of OPA in 2011. Please see "What other information will I need to know?" section. Group Booth application deadline is Nov 15.

**Gallery:** Ceramic Showcase has a large gallery display. Each Gallery participant has one piece on display in the Gallery. If that piece sells, it may be replaced by another piece (up to three pieces may be submitted). Ceramic Showcase supplies all of the pedestal, lights, etc for the Gallery area. Any member of OPA may participate in the Gallery, there is no wait list. If you choose to be in the Gallery but are not a Booth or Group Booth participant, you will be required to pay a fee and do two or more Workshifts (see "Tell me more about Workshifts"). You may choose to be in the Gallery if you are wait listed for a booth or Group Booth. If you already have a Booth or a space in the Group Booth, you may also participate in the Gallery without paying more fees or working extra Workshifts. Gallery participants are eligible to participate in Theme Displays without paying additional fees or working additional Workshifts. Gallery application deadline is November 15.

**Theme Displays:** Each year there are several "Theme Displays" at Ceramic Showcase. The themes vary from one year to the next. The Theme Displays each have a Chairperson who chooses the work that fits best in their display. This year's themes are listed below. If you are interested in showing your work in one of these displays, please contact the Chairperson and email a few photos of your work. The photos do not need to be professional-quality, they are only used to give the Chairperson a general idea of what you make (they would appreciate them being low-resolution, easy to download). The Chairperson for each Theme Display decides whose work they would like to include in their display.

All participants in the Theme Displays must apply for Ceramic Showcase as a Gallery, Booth or Group Booth participant. Theme Display participants must pay appropriate fees, participate in Workshifts and /or Committees as necessary for their Gallery, Booth and/ or Group Booth participation. The deadline to apply for the Gallery, Booth or Group Booth is November 15, and this deadline must be met. However, many of the Theme Displays are not organized until much closer to Ceramic Showcase. These displays are an excellent opportunity for people to display their work, whether they have a booth or not.

**Sculpture Display:** This Display is a 20x30' plaza exhibiting clay sculpture. Chair: Michael Metz, [MetzStudio@comcast.net](mailto:MetzStudio@comcast.net)

**Clay in Education Installation Project:** This display has a different theme each year. All of the pieces in this display are donated and the sales are given to the OPA's Clay In Education program. This year's theme is "Our Cup Runneth Over." Chair: Jen Tonneson, [Jen@rpMarina.com](mailto:Jen@rpMarina.com).

**Lobby Display:** This display has a different theme each year. This year's theme is "30 Years in the Northwest." Chair: Dawn Panttaja, [lostdolls@hotmail.com](mailto:lostdolls@hotmail.com).

**30<sup>th</sup> Year Celebration:** There will be a display and a celebration of Showcase's 30<sup>th</sup> year. Chair: Jeanne Henry, [Henryjl@teleport.com](mailto:Henryjl@teleport.com).

## Do people on the Waiting List really get into Ceramic Showcase?

Most applicants who are placed on the Waiting List are offered at least a space in the Group Booth, and many people on the Waiting List are offered their first choice of Booth type. Do not let the Waiting List intimidate you. If you want to be in Ceramic Showcase, please apply.

## How much does it cost to participate in Ceramic Showcase?

The cost depends on your level of participation. Everyone who applies for a booth of any type pays a deposit that is the cost of a 10x10 corner (full corner) booth, if they receive a different size booth they are refunded (or debited) for the difference after Showcase is over.

**Booths** come in several sizes and costs:

10x10' (full) Booth: \$265

10x10 corner (full corner) Booth: \$285

10x15' (¾, 2 corners) Booth: \$285

5x20' (uber) Booth: \$350

5x10' (half) Booth: \$195

5x10 corner (half corner) Booth: \$215

**Group Booth Participation:** \$120

**All applicants for Booths and Group Booth** pay the same initial deposit of \$285. At the March OPA Meeting, everyone chooses what size Booth (or Group Booth participation) they would like, and their actual fees are determined by that decision. All participants are mailed a refund for excess booth fee deposits after Ceramic Showcase is over. All Booth and Group Booth participants also pay a 20% commission on all work sold during Showcase. **Gallery Participation** costs \$40 although there is no additional fee if you are already signed up for a Booth or space in the Group Booth. Gallery participants also pay a 30% commission on all work sold during Showcase (people who have a Booth or space in the Group Booth pay 20% in the Gallery area)

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## Who decides whether I will get into the show? How do they decide whether I receive a Booth or if I am placed on the Waiting List?

No one person determines who participates in Ceramic Showcase. Participation is based on the number of "Points" you accrue when you help out with Ceramic Showcase and the Oregon Potters' Association. Since we are a cooperative organization, the people who do the most work are rewarded with the most Points. We all choose our Booth size and location based on our total number of Points. The more Points you have, the more likely you will be to have your first choice. People with lower numbers of Points may end up on the Waiting List for Ceramic Showcase. At the March OPA Meeting, everyone who has applied for a Booth or space in the Group Booth may come to the meeting and choose their exact booth location, booth size and type. This is done in order of how many points people have. If you cannot come to the meeting, you may ask someone else to choose for you. If no one has been asked to choose for you, the Building Committee Chair will choose, based on their knowledge of what you prefer.

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## What happens if I plan to participate, but then need to cancel?

If you need to cancel or change your status (from "Booth" participation to "Gallery", for instance), you must contact the Registrar, Linda Bourne (503-682-2228). If you cancel by March 1 you will receive a full refund of all fees. If you cancel after March 1, you forfeit all of these fees. If you do cancel after March 1, it is still imperative that you contact the Registrar since your cancellation will allow someone who is anxiously waiting to be moved up the Waiting List and into a Booth. All refund checks will be mailed after Ceramic Showcase.

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## Tell me more about Workshifts

Workshifts, in general, are work that we all do during Ceramic Showcase. All participants in Showcase do two or three workshifts. Workshifts are jobs like wrapping pots as they sell, manning the cash registers, helping customers, doing demonstrations. They are all necessary to make Showcase run smoothly. If you complete your workshift assignment, you receive one Point. If you would like to do extra Workshifts, you are more than welcome. If you do three extra shifts, you can get one extra Point. If you do not do your assigned workshifts, Showcase deducts 5% commission for each missed workshift. A list of Workshift Descriptions is included in this Application Packet. Please refer to it when you are choosing which workshifts you might enjoy. Questions? Want to do extra workshifts? Contact the Workshift Chair, Steve Provence, [sprovence@hotmail.com](mailto:sprovence@hotmail.com), (541) -771-3073.

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## Tell me more about Committee Work

Committee Work, in general, is work that is done before or after Ceramic Showcase. All Booth and Group Booth participants are required to do at least one Committee job. If you complete your Committee assignment, you receive one Point. The Committee Placement Chair works very hard to give everyone a Committee job that best fits their skills. However some of us may get the privilege of learning new skills with our Committee job. The Committee Placement Chair is Georgine Longfellow, [c.longfellow@comcast.net](mailto:c.longfellow@comcast.net), 503-621-7042.

The list of Committees, descriptions of their duties, Committee Chairs, and Chair contact information is included later in this Application Packet. There are always a few Committee Chair positions available. Please see the list for more information.

## What the heck is the “Points System”?

“Points” are given to everyone who does a major job for Ceramic Showcase or the Oregon Potters' Association. Booths in Ceramic Showcase are awarded based on the number of Points each participant has. Thus, the people who work the hardest for our organizations are rewarded with a better location in Ceramic Showcase. Some newer members may be annoyed by this system, but it is the fairest system we could devise for a cooperative, volunteer organization. Most years, people with three or more Points get into the Group Booth, and some years people with one Point are able to as well. You receive one Point for each year that you are a member of OPA, and, for Showcase participants, you receive one Point for completing your Workshift assignment and one Point for completing your Committee assignment. You may request to do an extra three Workshifts and receive an extra Point. If you want to get a lot of Points, it is very easy. Just volunteer for a Showcase Committee Chair job or an OPA Board position.

*Points are deducted* for failure to do Committee work. Up to five Points per year may be deducted at the discretion of the Showcase Steering Committee. *Incorrect Points Totals* must be taken care of quickly. You will receive your total points in January. Disputes must be received by the Steering Committee prior to February 28, and all Steering Committee Decisions are final. You must be an OPA Member to receive Points. The list of Showcase and OPA jobs and their Points allocations is included in this Application Packet. The Points Chair is Nick Molatore, [Nmolatore@gmail.com](mailto:Nmolatore@gmail.com), 503-777-0748

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## How is Ceramic Showcase Publicized? What can I do to get my work publicized?

**Poster/Postcard:** We have a poster, postcard, rack card and an email invitation. The poster will be placed in prominent locations, the postcard will be mailed and the email invitation will be emailed to customers and be available to you to email out to your customers. The rack card is placed in stacks at hotels, libraries and other locations. To submit your images please see info under “Digital Image Formats & Submission Guidelines”

**Website:** The Showcase website is [www.CeramicShowcase.com](http://www.CeramicShowcase.com). We can always use color images for the website. To submit your images please see info under “Digital Image Formats & Submission Guidelines”

**Other Online PR:** Showcase uses Facebook, Twitter and a Flickr site.

**Facebook:** Please help us help you by signing up for Facebook, “friending” Showcase and all of your friends and customers.

**Flickr:** Please make sure that you have *new* images are on this site. If your photos are from last year, refresh them! We use this as our PR archive. The Publicity Committee and PR firm both go to this site to choose photos to use for all publicity. Go to <http://www.flickr.com/photos/opaphotos/>. If you need to add photos please see info under “Digital Image Formats & Submission Guidelines”

**Mailing Lists:** We mail and email many Showcase invitations every year. Our mailing list brings in about 1/3 of our customers, and we all help to build this mailing list. Please send us your mailing list, however long or short it may be. Please use Excel or Works Database. Email or mailing addresses are fine. Send to Mailing List Chairs, Sandy Segna & Ted Ernst, [sjsegna@hotmail.com](mailto:sjsegna@hotmail.com), 1960 NW Brownly Heights Dr, Corvallis OR 97330

**How do you submit your images & info to the Publicity Committee?** We need images of your work and of you at work. The more great images you send us, the more PR we can do about you. We also need some basic information about you. If we have your biography or a short but interesting story about you, we can get you lots more PR. There are many different Committees who do PR. They do share information and photos, but they will get your things more quickly if you send it to each Committee.

**Digital Image Formats and Submission Guidelines:** We especially need professional quality, high resolution images. We can also use some “action photos” of you working in the studio. If you do not have professional quality photos, please send us the best that you do have.

**Poster/Postcard/Advertising:** *We need these right now!* Submit professional, high-res digital. We prefer TIFF files (1mb or larger), sent on a CD with a proof sheet. We will also accept jpegs which are at least 100 kb (kilobytes). Jpegs may be emailed. Please include your name and other important info. Send to Publicity Co-Chair Ed Kornbrath, [edk34@comcast.net](mailto:edk34@comcast.net), 10575 NW Damascus Ct, Cedar Mill OR 97229. Questions? Email or call 503-641-7837

**Website:** Please submit good quality jpeg images. 72 to 300 dpi is good, larger is ok. Submit them to the webmaster, Jim Johnstone, [PottersWebmaster@gmail.com](mailto:PottersWebmaster@gmail.com)

**Flickr:** These images should be decent quality. Please send one jpeg, up to 5mb in size, to Kim Murton, [Kimmylin@comcast.net](mailto:Kimmylin@comcast.net). Please send a new image, not the same one you sent last year. Include your name, title of piece, firing type, and any other important information.

**Written Information:** Please send us an interesting story, your bio, or any other information about you that might help us to publicize you and your work. You can email this with your jpeg images or include it on a CD of your TIFF images. Send to Publicity Co-Chair Ed Kornbrath, [edk34@comcast.net](mailto:edk34@comcast.net), 10575 NW Damascus Ct, Cedar Mill OR 97229

**Are you confused about how to manipulate your digital images?** A great resource that gives basic, step-by-step instructions is [www.Zapplication.org](http://www.Zapplication.org), click on “image preparation.” This site gives very simple, easy to understand instruction.

## What other information will I need to know?

**Information Packet:** All Showcase participants will be emailed an Information Packet in April. It tells you what type of price tags are required on your pieces, how to load in to Showcase, and many last minute items. Please read it. If you prefer, you may elect to have it mailed rather than emailed.

**Membership Requirements:** Everyone who applies for Ceramic Showcase 2012 must pay their 2012 OPA Membership with their 2012 Ceramic Showcase application. To be eligible to participate in the show, you must be a current OPA member in good standing. To be eligible to apply for a booth of any kind in Ceramic Showcase 2012, you must have been a member of OPA in 2011 as required by section 1 of the Ceramic Showcase Policies.

**Parking Permits:** There is a parking lot that we reserve for Ceramic Showcase. If you plan to drive to the show, you will probably want to buy a Parking Permit, since the reserved lot allows us "in and out" privileges. Passes are \$38. You must pay for these in advance. It is advisable to pay for it when you apply to Showcase, otherwise we may run out of Passes. If you buy a Pass, it will be handed out at the March OPA meeting or mailed to you. Lost Passes cannot be replaced.

**Pipe & Drape:** Black pipe & drape is included in all booths.

**Save Boxes for Showcase:** We all are asked to bring 25 clean, flattened boxes to Ceramic Showcase. Information about when and where to bring them will be in the Information Packet which you will receive in April.

**Showcase Steering Committee Meetings** are open to any OPA Member who would like to attend. The next meeting will be Nov 1 at Diantha Knott's home, 2303 SW Borland Rd in West Linn. Potluck dinner at 6pm, meeting begins at 6:30.

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## Ceramic Showcase Policies

*Our mission is to produce a diverse exhibit of clay arts made by members of the Oregon Potters Association, and to provide a comfortable purchasing opportunity and educational forum for all facets of our community.*

Ceramic Showcase: Education, Inspiration, and Excellence. The following policies guide participants and the Steering Committee in decisions affecting our members and our show.

### STATEMENT OF PURPOSE - GOVERNING BODY

The Showcase Chair(s), Steering Committee and Showcase committees shall put on an annual trade show for its eligible members, and invite the public.

The Showcase Chair(s) and Steering Committee shall have authority to make all Showcase decisions and policies. The Steering Committee shall consist of the following committee chairs and/or co-chairs: OPA President, Showcase Chair and Co-Chair, Publicity Chair, Showcase Treasurer, Building Chair, Bookkeeping Chair, Sales Chair, Points Chair, Committee Placement Chair, Showcase Secretary, and Work Shifts Chair. All Showcase Committee Chairs are invited to attend Steering Committee meetings and can vote. Steering Committee meetings are open to all OPA members.

### 1. PARTICIPATION REQUIREMENTS FOR FULL, HALF AND GROUP BOOTHS

All booth participants must be a member in good standing of OPA and on the membership roster of the current year prior to November 15, when Showcase applications are due for the following year. Members meeting these criteria are eligible to apply for a booth in Showcase for the following year. Membership is determined by inclusion on the previous year's membership roster and as indicated in Article IV, Section 2 of the OPA Bylaws. Participation in Showcase is also based on individual points earned and totaled for OPA membership, Showcase participation, and jobs completed for OPA and Showcase.

Unless work shown at Showcase is 100% collaborative, each participant must have an individual membership, separate registration form, work shifts, committee work and enough points to participate. If an existing partnership separates into single memberships they will be responsible for dividing their points and informing the Points Chair the number of points assigned to each person. OPA members who have partnered will each retain membership points (one point for each year of membership).

#### 1.A. COMMITTEE WORK AND WORKSHIFTS

Showcase began as a cooperative show, with every member doing his/her part to produce the show. Production of Showcase is a year-round commitment for many. Since that is not possible for everyone, committee work and work shifts are our opportunity to participate.

## Ceramic Showcase Policies continued from previous page

### 1.A.1. COMMITTEE WORK

**Full, Half & Group Booth Participants:** All booth participants are required to complete committee work. Successfully completed committee work earns participants one (1) Showcase participation point. Failure to complete committee assignments may result in point deductions.

**Gallery Only Participants:** Gallery only participants are not required to do committee work, however they are encouraged to do so.

### 1. A.2. Committee Chairs

Chairs are responsible to contact members of their committee, assign jobs, follow up on job completion, attend Steering Committee meetings as needed, and/or report to Showcase Chair(s). Committee chairs receive points for performing their duties as chair. Committee chairs are not guaranteed a booth in Showcase. All members applying for chair positions must submit a written application to the Committee Placement Chair. Chair positions are appointed by the Steering Committee. Committee chairs must report any member who does not complete his/her committee work to the Steering Committee.

#### **Committee Chair positions have term limits as follows:**

**2-6 point positions** - Three-year term limit. After term is up a Chair may reapply for the same position.

**9-18 point positions** - No term limits. Applications will be accepted and reviewed by the Steering Committee. Showcase Chair (Steering Committee selected and approved by OPA membership) Showcase Treasurer (voted on by OPA membership).

### 1.B. WORKSHIFTS

**Full, Half & Group Booth Participants:** Work shifts are jobs completed during Showcase. All full, half and group booth participants are required to complete three (3) work shifts. Failure to fulfill a work shift assignment may result in a 5% increase in commission paid to Showcase. In cases of emergency, commission penalties will be at the discretion of the Steering committee.

**Gallery Only Participants:** Gallery only participants must work two (2) three-hour work shifts during Showcase. A gallery only participant who fails to complete work shifts will be disqualified for application in next year's Showcase. In cases of emergency, penalties will be at the discretion of the Steering committee.

## 2. SHOWCASE GALLERY

### **Where we show our best work**

All OPA members in good standing are invited to show one piece of work in the gallery. All OPA members are encouraged to vote for Showcase Awards chosen at Showcase.

Gallery pieces are delivered to the gallery registration during the check-in times listed in the Showcase Info Packet. All unsold work must be picked up at 5 pm on Sunday of Showcase. Showcase is not responsible for work not picked up.

It is expected that all work delivered to the gallery is reasonably durable and can withstand normal handling. All work will be inspected by the gallery registrars. The gallery set up committee reserves the right to refuse to exhibit work that is difficult to handle safely (delicate, fragile, poorly constructed, glued, large and/or heavy pieces). Any work deemed 'too fragile' will not be covered by our breakage policy. Should a potter still wish to exhibit work deemed too fragile, he/she must sign a waiver in order to exhibit it.

### 2.A. PARTICIPATION IN SHOWCASE GALLERY

**Full, Half and Group Booth:** Participants who have a full, half or are in the group booth may display a piece in the gallery with no additional work shifts.

**Gallery Only:** Current OPA members in good standing may apply for gallery only participation without having been a member of OPA during the previous year. The deadline for gallery only application is listed in the Showcase application and in the OPA newsletter.

## 3. SHOWCASE APPLICATION

Complete and accurate applications for Showcase must be received by the deadline specified in the Showcase Application. Late applications must be accompanied with the late fee set by the Steering Committee, and listed in the application.

### 3.A. BOOTH FEES AND DEPOSITS

Fees and deposits are due at time of application. Fees and deposits will be refunded if a booth participant withdraws by March 1, as published in the Showcase Application. Potters who apply for, but do not receive a full, half or group booth space, will receive a booth refund after Showcase. Booth fee refunds and deposits will be sent after Showcase.

## *Ceramic Showcase Policies continued from previous page*

### **4. AT SHOWCASE**

Artists are encouraged to be present during Showcase. They may not employ professional representatives or agents to market their work. Temporary assistance during work shifts is allowed. Exceptions may be allowed at the discretion of the Showcase Steering Committee. For security purposes, all artists must wear their Showcase identification badges at all times. Artists are encouraged to read the Showcase Info Packet and follow procedures that help the show run smoothly.

The Oregon Potters' Association and Ceramic Showcase are not responsible for any illness, injuries, or fatalities to OPA members, their employees, or agents.

#### **4.A. BOOTH CONTENTS**

All work displayed at Showcase must have a clay component. At least 90 percent of all work shall be made of clay by the participating artist and shall be for sale. Artists wishing to lower this percentage may apply to the Steering Committee for approval and may be subject to an additional booth fee. In the case of mixed media work, value must be primarily in the clay portion of the mixed media piece. All artists are encouraged to produce work which targets the Showcase customer and will allow the show to generate sufficient revenue to continue.

#### **4.B. COMMISSIONS AND PAYMENTS**

All Showcase sales must go through the centralized sales system, except artist to artist sales and trades. (See policies for Custom Orders and Time Payments.) Participants will receive payment and an accounting within 15 business days after the close of Showcase. Showcase will retain a commission from all sales. The commission for gallery only participants is 10% higher than that for booth participants. Should income exceed expenses, Steering Committee may consider issuance of a rebate to Showcase participants.

The commission rate is 20% for booth participants and 30% for gallery-only participants.

##### **4.B.1. CUSTOM ORDERS**

Should an artist take a custom order, any first payment of deposit or other money which changes hands during Showcase will be charged the standard commission. Money which changes hands after the show is over will not be charged commission.

##### **4.B.2. TIME PAYMENTS**

As a service for our artists who sell larger priced items, time payments are accepted at Showcase for sales over \$100. The current rate of Showcase commission must be paid through the sales system. Artists must make all arrangements for payments and delivery of the art work to the customer.

#### **4.C. BREAKAGE DURING SHOWCASE**

Showcase does not carry insurance to cover breakage or theft. Artists are encouraged to carry their own insurance.

Broken work policy: Ceramic work must be able to withstand normal handling and booths must be designed and built for stability. If it is determined by the Steering Committee that the construction of the work is at fault, 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 Showcase Gallery or any other Ceramic Showcase Theme Displays.

Showcase will only consider payment for losses due to breakage which occurs as a result of customer handling, or due to participants acting in the performance of official Showcase duties, such as wrapping, sales, aisle hosting, or assisting customers.

Showcase will not cover missing pots or switched or altered tags.

Should work be damaged or broken, the Steering Committee will consider net payment (price after commission) to the artist. Maximum breakage reimbursement is \$1000 per participating member, not per piece. Work worth more than \$1000 is exhibited at artist's own risk. Payments will not be made for items less than \$20. Not for Sale (NFS) pottery is not eligible for reimbursement.

##### **4.C.1. Claims Procedure**

Claims for broken items must be made, and the Showcase Chair notified, during the show. Claims forms are available at the Information Booth. Broken items will be stored in the Gallery Holding area until the end of the show.

## Ceramic Showcase 2012 Committees, Committee Chairs and Steering Committee

**Ceramic Showcase 2012 Committees and Committee Chairs:** The list of Committees, Committee Chairs and their contact information is below. Please refer to it when you are choosing the Committee with which you would like to work. If you are a Committee Chair and anything is inaccurate or you need a different number of Committee members, again please contact the Committee Placement Chair, 503-621-7042 [potsbygeorge@yahoo.com](mailto:potsbygeorge@yahoo.com).

**Some Committee Chair or Trainee positions are currently available.** Positions marked \*\* are available. If you would like to help out a bit, as well as receive extra points, please consider one of the Chair positions. To apply for a Chair position please send a brief bio, mentioning any past experience or qualifications, to the Committee Placement Chair.

At this time a bookkeeping trainee position is available

There is information below and complete job descriptions are in the OPA Manual, available on the website ([www.oregonpotters.org](http://www.oregonpotters.org)) in the members only section, username: opamember, password: potters.

A few Committee jobs are physically strenuous. If you are physically fit and would be able to lift, paint and haul, please consider Gallery Physical Setup, Holding Table, Sculpture Gallery, Education Display, Children's and Adult Clay Areas, Group Booth or Demonstrations.

Do you have 10-key, bookkeeping, accounting or data entry experience? If so, please consider one of the Sales or Bookkeeping jobs.

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### Showcase Steering Committee 2011-2012

**OPA President:** Anne Stecker [an-nestecker@comcast.net](mailto:an-nestecker@comcast.net). 503-399-0590

**Showcase Chair:** Margaret Synan-Russell [margsynan@gmail.com](mailto:margsynan@gmail.com). 503-789-0996

**Showcase Co-Chair:** Kris Paul [kris@krispaulceramics.com](mailto:kris@krispaulceramics.com), 503-344-6213

**Publicity/Advertising: Team:** Kim Murton 360-693-9084 [kimmylin@comcast.net](mailto:kimmylin@comcast.net), Claire Delffs 503-688-7405 [glass-delffs@comcast.net](mailto:glass-delffs@comcast.net) : The team prepares media material & assigns committee members areas to contact with promo material to obtain maximum coverage in local press. This is a very important committee and needs lots of motivated committee members to get the word out. Assignments are simple; you needn't be a journalist to do the job. A good working knowledge of computers is important. Committee Members who complete assignments will receive 1 extra point for working on this committee. 21 committee persons needed.

**Treasurer:** Julie Asbury 503-982-6946, [jas-bury@ipns.com](mailto:jas-bury@ipns.com).

**Building Chair:** Charlie Piatt 503-284-6946 [cwpiatt@aol.com](mailto:cwpiatt@aol.com). 0 people needed.

**Bookkeeping:** Susan Goebel [skgoebel@hotmail.com](mailto:skgoebel@hotmail.com). 503-668-7196  
\*\*Bookkeeping trainee needed. Committee work is done during the show. 10 committee persons needed.

**Points:** Nick Molatore 503-777-0748 [nmolatore@gmail.com](mailto:nmolatore@gmail.com). Keep the points list current. Helps with booth information.

**Committee Placement:** Georgine Longfellow. 503-621-7042 [potsby-george@yahoo.com](mailto:potsby-george@yahoo.com). Secures Chairs for each committee and places all participating Showcase persons on a committee. 0 people needed.

**Secretary:** Jamie Anderson [jamie.anderson.ceramics@gmail.com](mailto:jamie.anderson.ceramics@gmail.com), 503-747-6180

**Sales:** Jim Keith 541 459 0320 [hungrypotter@highstream.net](mailto:hungrypotter@highstream.net), Responsibilities: Oversee activities for sales area to run smoothly; Solve visa & cash problems; Have answers to questions for customers & sales crews; Coordinate w/ Credit Card Treasurer that visa machines function; Coordinate w/ Cash Treasurer to ensure cash tills are ready and till exchange at shift change occurs smoothly; Conduct training w/ Cash & Credit Card Treasurers of sales workers; Coordinate shift changes w/ Credit Card Treasurer; As new workers arrive, assign shifts; Coordinate w/ Work Shift Chair prior to Showcase.

**Work shifts:** Steve Provence. 541-771-3073 [sprovence@hotmail.com](mailto:sprovence@hotmail.com). Coordinate and schedule all workshifts during show. 0 people needed.

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### Showcase Committees and Committee Chairs, 2011-2012

**Adult Clay Area:** Becky Clark 970-314-0409, [rebeddaf-clark@me.com](mailto:rebeddaf-clark@me.com). Set up, break down, clean up, and transport supplies. 2 committee persons needed. Must be available for Wednesday set up.

**Awards:** Penelope Dews 541-535-1128, [pdews@usa.net](mailto:pdews@usa.net). Tally votes, post awards for booth and gallery, help w/awards reception, deliver pots to photographer. Must be available Fri 9-11 am, noon-2pm & Fri evening. Committee members: 2 committee persons needed plus one for about an hour Fri am.

**Children's Area:** Kay Irish 541-935-4327, [kay-irish1@netzero.net](mailto:kay-irish1@netzero.net). Set up, break down, and transport supplies. 2 committee persons needed, must be available for Wednesday set up.

**Demonstrations:** Samuel Hoffman 541-753-1608, [sam@samhoffman.com](mailto:sam@samhoffman.com). Set up and break down demo area. Obtain and transport one wheel, organize demo schedule. 2 committee persons needed.

**Showcase Committees and Committee Chairs, 2010-2011 continued from previous page**

**Display: Educational:** Michael Simmons. 503-318-6267, [westiesrus@msn.com](mailto:westiesrus@msn.com). We have a variety of educational kiosks distributed around the show. Primary Responsibilities: Obtain variety of information & photos to display on kiosks; Obtain info about demonstrations planned for show; Layout and assemble info on kiosks; Transport kiosks to and from show, set up, take down, and store kiosks and related materials. 5 committee persons needed.

**Display: Sculpture:** Michael Metz 360-608-7968, [metzstudio@comcast.net](mailto:metzstudio@comcast.net). Install and supervise an area demonstrating ceramic sculpture. Solicit ceramics from artists and restock area with replacements when pieces are sold during show. Committee members help build and tear down display. 4 committee persons needed, must be available Wednesday and Thursday of set up.

**Equipment Rental:** Jeani Holder & Michael Baines 541-935-2305, [ourtown@casco.net](mailto:ourtown@casco.net). Set up and take down chairs, coordinate pipe and drape rental and set up. No committee needed

**Flyer Posting:** Victoria Shaw 503-331-0950, [vshawsculpture@mac.com](mailto:vshawsculpture@mac.com). Must be available in April. Gain permission from businesses to hang 30-50 posters in assigned parts of Portland Metro area. 24 committee persons needed.

**Gallery Display:** Rhoda Fleischman 541-466-5635, [flashpointartworks@gmail.com](mailto:flashpointartworks@gmail.com). Display work that is brought for the gallery. Must be available on show set up days. 5 committee persons needed.

**Gallery Physical SetUp:** Alan Higinbotham 541-928-0552, [alanhigspottery@aol.com](mailto:alanhigspottery@aol.com). Transport pedestals and display to and from Showcase, paint pedestals, set up gallery fixtures. Helpful to have van or truck. Must be available all day Wednesday and immediately after Showcase closing on Sunday evening. 8 committee persons needed.

**Gallery Registration:** Susan Adams 541-923-5308 [arpots@msn.com](mailto:arpots@msn.com). Help gather office supplies for gallery check-in. Screen pots for fragility and type labels. Must be available Wed afternoon and evening and Thurs am. 6 committee persons needed.

**Graphics Coordinator:** Sara Swink 503-638-9890, [sara\\_swink@frontier.com](mailto:sara_swink@frontier.com). 0 people needed.

**Group Booth:** Chair: Linda Heisserman 541-419-1500, [linheiss@msn.com](mailto:linheiss@msn.com). Help set up and break down group booth display, paint fixtures, etc. Must be available during the day Wed and Thurs, and Sunday night. Helpful to have van, truck and/or muscles. 5 committee persons needed.

**Holding Table:** Patrick Noe 503-722-9930 [art2noe@yahoo.com](mailto:art2noe@yahoo.com). Set up holding table before show and break it down after show. Must be available Wednesday and Thursday of setup and from time to time during the show. 2 committee persons needed.

**Info Booth Chair:** Cheryl Kempner 541-552-0100, [cheryl@kempnerclay.com](mailto:cheryl@kempnerclay.com). Set up info booth and assist in staffing during setup. 2 committee persons needed.

**Info Packet:** Karen Washburn 541-344-4686, [karen.washburn@gmail.com](mailto:karen.washburn@gmail.com). No committee needed

**Clay in Education Installation Project:** Jen Tonneson, [Jen@rpMarina.com](mailto:Jen@rpMarina.com), 3 committee person needed.

**Lobby Display:** Dawn Panttaja 503-285-6786, [lostdolls@hotmail.com](mailto:lostdolls@hotmail.com). This committee chooses work and sets up the display in the lobby. 4 committee persons needed.

**30th Year Display and Event Chair:** Jeanne Henry, [henryjl@teleport.com](mailto:henryjl@teleport.com). 503-232-9473. One time only, Showcase Committee to plan and execute a display and events around the Showcase 30th year celebration 2012

**Mailing List:** Sandy Segna and Ted Ernst. 0 people needed.

**Map:** Frank Gosar. 0 people needed.

**Poster:** Ed Kornbrath. 0 people needed.

**Registrar:** Linda Bourne 503-682-2228, [linedab@onlinew.com](mailto:linedab@onlinew.com). 0 people needed.

**\*\*Sales treasurer, Cash:** Chair: Dan Sheridan 360-430-8563, [ccso121@hotmail.com](mailto:ccso121@hotmail.com). Co-Chair Carol Hayne. Aid in deposits, need to be available during entire show. Good for out-of-towners. This committee is in charge of the actual cash that is collected at the sales tables. Should be able to count cash quickly. 5 committee persons needed.

**Sales Treasurer, Credit:** Chair: Sarah Chenoweth 503-558-8141, [checowa77@gmail.com](mailto:checowa77@gmail.com). 0 persons needed.

**Security:** Chair: Mark Heimann [markmann@ccwebster.net](mailto:markmann@ccwebster.net), 503-631-8686. Be physical, watchful presence between 6:30 and 8:30 am on mornings of showcase while floor is cleaned. Assist in securing back parking lot / loading dock. Good for out-of-towners. 6 committee persons needed.

**Signage:** Chair Gail Pendergrass, [Studio@GailPendergrass.com](mailto:Studio@GailPendergrass.com), Co-Chair: Holly Gonnella. Help prepare and display signage. 1 committee person needed.

**Sponsorship:** Alissa Clark [alissaclark@hotmail.com](mailto:alissaclark@hotmail.com).

**Traffic:** Nancy Y. Adams 541-846-1777, [nancyadams@earthlink.net](mailto:nancyadams@earthlink.net). Oversee loading and unloading of vehicles. Must be available Wed and Thurs during setup, Sunday evening as well as 8 to 10 am on show days. Good for out of towners. 8 committee persons needed.

**Truck Driver:** James DeRosso 503-381-1801 [james@monster8all.com](mailto:james@monster8all.com).

**Videographer:** Diantha Knott 503-475-4640. [masalavita@yahoo.com](mailto:masalavita@yahoo.com).

**Wrapping:** Co-Chairs: Ann Kelly 503-842-4241 [annkelly@oregoncoast.com](mailto:annkelly@oregoncoast.com). Ken Standhardt 541-514-4646 [standhardtstudio@gmail.com](mailto:standhardtstudio@gmail.com). Purchases wrapping supplies, oversees workshifts during show. 0 people needed.

## Points Allocations

The following lists the number of Points each person receives for chairing a committee, being an OPA member, participating in Showcase or serving on the OPA Board or Showcase Steering Committee. If two people share one job, they split the points between them

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### OPA Board Points Allocations

|               |                         |    |                     |    |                        |
|---------------|-------------------------|----|---------------------|----|------------------------|
| <i>Points</i> | <i>Position</i>         |    |                     |    |                        |
|               |                         | 9  | Membership Chairman | 15 | Showcase Director      |
|               |                         | 6  | Mentorship Chairman | 12 | Showcase Vice-Director |
| 6             | Clay in Ed Director     | 15 | Newsletter Editor   | 12 | Treasurer              |
| 9             | Data Coordinator        | 6  | Past President      | 6  | Video Librarian        |
| 12            | Empty Bowls             | 4  | Picnic Chairman     | 15 | Videographer           |
| 6             | Finance Committee       | 15 | President           | 6  | Voice Mailbox Chairman |
| 6             | Hospitality Chairman    | 6  | President Elect     | 9  | Webmaster              |
| 6             | Justice Center Chairman | 9  | Programs Chairman   | 6  | Workshops Chairman     |
| 6             | Manual Editor           | 6  | Publicity Manager   |    |                        |
| 6             | Member-at-Large         | 9  | Secretary           |    |                        |

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### Ceramic Showcase Points Allocations

|    |                                     |    |                              |    |                             |
|----|-------------------------------------|----|------------------------------|----|-----------------------------|
| 6  | Adult Clay Area Chair               | 6  | Gallery Phys Set-up Co-Chair | 9  | Sales Credit Treasurer      |
| 2  | Adult Clay Area Trainee             | 6  | Gallery Registration Chair   | 3  | Sales Credit Vice Treasurer |
| 12 | Advertising Chair                   | 9  | Graphics Coordinator Chair   | 9  | Sales Vice Chair            |
| 12 | Advertising Vice Chair              | 9  | Group Booth Chair            | 6  | Security Chair              |
| 4  | Archivist Chair                     | 5  | Group Booth Co-Chair         | 2  | Security Trainee            |
| 4  | Awards Chair                        | 2  | Group Booth Trainee          | 15 | Showcase Chair              |
| 12 | Bookkeeping Chair                   | 6  | Holding Table Chair          | 12 | Showcase Past Chair         |
| 6  | Bookkeeping Co-Chair                | 2  | Holding Table Trainee        | 9  | Showcase Secretary          |
| 12 | Building Chair                      | 6  | Info Booth Chair             | 12 | Showcase Vice Chair         |
| 6  | Children's Area Chair               | 2  | Info Booth Trainee           | 9  | Signage Chair               |
| 9  | Committee Placement Chair           | 6  | Info Packet Chair            | 5  | Signage Co-Chair            |
| 2  | Committee Placement Chair Trainee   | 6  | Installation Chair           | 6  | Special Events Chair        |
| 6  | Demonstrations Chair                | 6  | Lobby Display Chair          | 12 | Sponsorship Chair           |
| 2  | Display - Sculpture Gallery Trainee | 2  | Lobby Display Trainee        | 2  | Sponsorship Trainee         |
| 6  | Display-Education Chair             | 9  | Mailing List Chair           | 6  | Traffic Chair               |
| 6  | Display-Interior Chair              | 2  | Mailing List Trainee         | 18 | Treasurer                   |
| 6  | Display-Sculpture Gallery Chair     | 6  | Map Chair                    | 0  | Truck Driver                |
| 6  | Ed Display Chair                    | 2  | Map Trainee                  | 12 | Workshifts Chair            |
| 6  | Education/Nonprofits Chair          | 9  | Points Chair                 | 12 | Wrap Chair                  |
| 6  | Equipment Rental Chair              | 2  | Points Trainee               | 6  | Wrap Co-Chair               |
| 2  | Equipment Rental Trainee            | 9  | Poster Design                |    |                             |
| 6  | Flyer Posting Chair                 | 12 | Publicity Team               |    |                             |
| 9  | Fundraising Chair                   | 12 | Registrar Chair              |    |                             |
| 6  | Gallery Display Chair               | 9  | Sales Cash Treasurer         |    |                             |
| 2  | Gallery Display Trainee             | 3  | Sales Cash Vice Treasurer    |    |                             |
| 12 | Gallery Phys Set-up Chair           | 12 | Sales Chair                  |    |                             |

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### Miscellaneous Points

|   |   |
|---|---|
| 1 | Annual OPA Membership                               |
| 1 | Showcase Committee Work Completion                  |
| 1 | Showcase Workshift Job Completion                   |
| 2 | Trainees for various Showcase Committee Chairs      |
| 1 | Publicity Committee Members (extra point allocated) |
| 6 | Finance Committee Member                            |

# 2012 Oregon Potters Association Membership and Ceramic Showcase Application

**Please read the instructions on the back of this form before completing it & print legibly.**

|                 |            |                     |
|-----------------|------------|---------------------|
| First name      | Last name  | Company name        |
| Mailing address | City       | State      Zip code |
| Email address   | Website    |                     |
| Home phone      | Cell phone | Studio/ other phone |

|  |                                     |  |  |  |                                    |                                   |                                 |                                     |                                 |                                     |                                    |                                   |   |                                     |                                  |                                    |                                     |                                       |                                      |  |                               |                                    |                                    |                                     |  |  |  |  |                                    |  |   |
|--|-------------------------------------|--|--|--|------------------------------------|-----------------------------------|---------------------------------|-------------------------------------|---------------------------------|-------------------------------------|------------------------------------|-----------------------------------|---|-------------------------------------|----------------------------------|------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|--|-------------------------------|------------------------------------|------------------------------------|-------------------------------------|--|--|--|--|------------------------------------|--|---|
| <p><b>Check primary categories only:</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Gas</td> <td><input type="checkbox"/> Cone 10</td> <td><input type="checkbox"/> Smoke/ pit fire</td> <td><input type="checkbox"/> Tiles</td> <td><input type="checkbox"/> Part time</td> </tr> <tr> <td><input type="checkbox"/> Electric</td> <td><input type="checkbox"/> Cone 6</td> <td><input type="checkbox"/> Functional</td> <td><input type="checkbox"/> Garden</td> <td><input type="checkbox"/> Teach clay</td> </tr> <tr> <td><input type="checkbox"/> Reduction</td> <td><input type="checkbox"/> Low fire</td> <td><input type="checkbox"/> Non-functional</td> <td><input type="checkbox"/> Human form</td> <td><input type="checkbox"/> Student</td> </tr> <tr> <td><input type="checkbox"/> Oxidation</td> <td><input type="checkbox"/> Soda/ salt</td> <td><input type="checkbox"/> Wheel thrown</td> <td><input type="checkbox"/> Multi-media</td> <td><input type="checkbox"/> 100% income from clay</td> </tr> <tr> <td><input type="checkbox"/> Raku</td> <td><input type="checkbox"/> Wood fire</td> <td><input type="checkbox"/> Handbuilt</td> <td><input type="checkbox"/> Sculptural</td> <td></td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> Crystalline glaze</td> <td><input type="checkbox"/> Full time</td> <td></td> </tr> </table> | <input type="checkbox"/> Gas        | <input type="checkbox"/> Cone 10           | <input type="checkbox"/> Smoke/ pit fire | <input type="checkbox"/> Tiles                 | <input type="checkbox"/> Part time | <input type="checkbox"/> Electric | <input type="checkbox"/> Cone 6 | <input type="checkbox"/> Functional | <input type="checkbox"/> Garden | <input type="checkbox"/> Teach clay | <input type="checkbox"/> Reduction | <input type="checkbox"/> Low fire | <input type="checkbox"/> Non-functional | <input type="checkbox"/> Human form | <input type="checkbox"/> Student | <input type="checkbox"/> Oxidation | <input type="checkbox"/> Soda/ salt | <input type="checkbox"/> Wheel thrown | <input type="checkbox"/> Multi-media | <input type="checkbox"/> 100% income from clay | <input type="checkbox"/> Raku | <input type="checkbox"/> Wood fire | <input type="checkbox"/> Handbuilt | <input type="checkbox"/> Sculptural |  |  |  | <input type="checkbox"/> Crystalline glaze | <input type="checkbox"/> Full time |  | <p>Has any information changed since last year?    <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p><input type="checkbox"/> Individual membership</p> <p><input type="checkbox"/> Collaborative membership</p> |
| <input type="checkbox"/> Gas   | <input type="checkbox"/> Cone 10    | <input type="checkbox"/> Smoke/ pit fire   | <input type="checkbox"/> Tiles           | <input type="checkbox"/> Part time             |                                    |                                   |                                 |                                     |                                 |                                     |                                    |                                   |   |                                     |                                  |                                    |                                     |                                       |                                      |  |                               |                                    |                                    |                                     |  |  |  |  |                                    |  |   |
| <input type="checkbox"/> Electric  | <input type="checkbox"/> Cone 6     | <input type="checkbox"/> Functional        | <input type="checkbox"/> Garden          | <input type="checkbox"/> Teach clay            |                                    |                                   |                                 |                                     |                                 |                                     |                                    |                                   |   |                                     |                                  |                                    |                                     |                                       |                                      |  |                               |                                    |                                    |                                     |  |  |  |  |                                    |  |   |
| <input type="checkbox"/> Reduction   | <input type="checkbox"/> Low fire   | <input type="checkbox"/> Non-functional    | <input type="checkbox"/> Human form      | <input type="checkbox"/> Student               |                                    |                                   |                                 |                                     |                                 |                                     |                                    |                                   |   |                                     |                                  |                                    |                                     |                                       |                                      |  |                               |                                    |                                    |                                     |  |  |  |  |                                    |  |   |
| <input type="checkbox"/> Oxidation   | <input type="checkbox"/> Soda/ salt | <input type="checkbox"/> Wheel thrown      | <input type="checkbox"/> Multi-media     | <input type="checkbox"/> 100% income from clay |                                    |                                   |                                 |                                     |                                 |                                     |                                    |                                   |   |                                     |                                  |                                    |                                     |                                       |                                      |  |                               |                                    |                                    |                                     |  |  |  |  |                                    |  |   |
| <input type="checkbox"/> Raku  | <input type="checkbox"/> Wood fire  | <input type="checkbox"/> Handbuilt         | <input type="checkbox"/> Sculptural      |  |                                    |                                   |                                 |                                     |                                 |                                     |                                    |                                   |   |                                     |                                  |                                    |                                     |                                       |                                      |  |                               |                                    |                                    |                                     |  |  |  |  |                                    |  |   |
|  |                                     | <input type="checkbox"/> Crystalline glaze | <input type="checkbox"/> Full time       |  |                                    |                                   |                                 |                                     |                                 |                                     |                                    |                                   |   |                                     |                                  |                                    |                                     |                                       |                                      |  |                               |                                    |                                    |                                     |  |  |  |  |                                    |  |   |

**Membership fees & donations**

I'm a     New member     Renewal     Returning after absence

Please send my newsletter via     Email     Regular mail

\_\_\_\_\_ \$12 Newsletter Only (see restrictions)

\_\_\_\_\_ \$50 Regular Membership (includes Newsletter)

\_\_\_\_\_ Donation to Clay in Education Fund

\_\_\_\_\_ Donation to CERF (Craft Emergency Relief Fund)

\_\_\_\_\_ Membership Fees/ Donation Total

***If you're not applying for Showcase, stop here, you're done***

You will receive your Showcase Information Packet via email. Check here if you must have it mailed to you.   

**Publicity Survey**

What is the name of your local newspaper? \_\_\_\_\_

Are you a member of OPB?     yes     no

Are you willing to be interviewed by media?     yes     no

Are you willing to join Facebook or other social sites?     yes     no

Tell us something unique about you or your work that could be used to create a special interest story:

\_\_\_\_\_

Publicity needs photos of your work to promote the show. Please see the Publicity section of the Application Packet

**Ceramic Showcase Deposit**

My first booth choice is:     full booth     ¼ booth     uber booth

half booth     group booth     group booth only     gallery only

\_\_\_\_\_ \$285 Deposit for Booth Participation (Any Booth)

\_\_\_\_\_ \$50 Late Fee for Application Postmarked Nov 16-22

\_\_\_\_\_ \$100 Late Fee for Application Postmarked Nov 23-29

\_\_\_\_\_ \$100 Late Fee for Application Postmarked after Nov 29 and placement at bottom of wait list (0 points).

\_\_\_\_\_ \$40 Deposit for Gallery Only Participation

\_\_\_\_\_ \$20 Late Fee for Gallery Only App Postmarked Nov 16 - Jan 31

\_\_\_\_\_ \$38 Parking Permit (Must be prepaid)

\_\_\_\_\_ Ceramic Showcase Deposit Total

\_\_\_\_\_ Total Fees & Deposit (Add Membership Fees and Show Deposit)

I want to share my booth with \_\_\_\_\_

**Rental Equipment Request**

Black pipe & drape will be provided in all booths.

6 foot tables (qty) \_\_\_\_\_     8 foot tables (qty) \_\_\_\_\_

Fees for tables will be deducted from your final check

**Showcase Application Checklist**

2012 Application, signed & dated (including back)

Committee Selection/ Workshift Sign Up form

Enclose 1 check dated Jan 1, 2012, payable to OPA

Email jpg to Publicity Chair, Kim Murton

I have read and I understand the policies and procedures for Ceramic Showcase. I agree to abide by the rules and regulations of Ceramic Showcase (as described in the application package, the Info Packet, and the OPA newsletter), the rules and regulations of the Oregon Convention Center, as well as the following:

1. OPA may use video or still likenesses of myself, my booth, and/or my work in OPA's promotional materials.
2. I indemnify Ceramic Showcase & OPA against personal injury to myself, my booth, or anyone working with me.
3. I indemnify Ceramic Showcase & OPA against Acts of God or Terrorism. In such a case, I might not receive a full refund of my fee or deposit.
4. I understand that to CANCEL and get a FULL REFUND, I must call the Showcase Registrar on or before March 1, 2012
5. I understand that failure to abide by these rules may result in fines and/or ineligibility for future participation in Ceramic Showcase.

SIGNATURE: \_\_\_\_\_      DATE: \_\_\_\_\_

**For Accounting Use Only**

Postmark Date: \_\_\_\_\_

Paid by check #: \_\_\_\_\_

Dated: \_\_\_\_\_

Amount: \_\_\_\_\_

Name on check (if different): \_\_\_\_\_

send your application to OPA Treasurer, Julie Asbury, PO Box 351, Woodburn, OR 97071

Your SSN or Tax ID# is required for participation and must be entered on the back of this form - See instructions for details.

*If items are left blank on this Application, previous years' information will be deleted from OPA's database*

# OPA Membership and Ceramic Showcase Application Instructions

## GENERAL INFORMATION:

**Before completing your application, please read the entire application packet. Please print legibly. The application deadline is November 15.**

**Tax ID#** - To participate in Ceramic Showcase, you must provide your social security number or your federal business tax identification number. OPA does not keep this information "on file". Our bookkeeper is looking up this information on previous year's 1099s or calling the participants. The extra time taken to do this is costing OPA extra fees. If you are uneasy about sending this information by mail, please send your application by certified mail. If you have questions about this, please call the OPA Treasurer, Julie Asbury at 503-982-6946.

For security purposes, if these instructions are on a separate page from your application, write the number on the back (blank side) of your application. Do not write your name or any other information on the back of the form.

If you report your pottery income on Form 1040, Schedule C, you **must** use your social security number.

**SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If you report your pottery income to the IRS on a business tax return, you may use a federal tax ID.

**Federal Business Tax ID:** \_\_\_\_\_  
and  
**Business Name:** \_\_\_\_\_

Please note that the name on your price tags should be your first initial and your last name. Please check the alphabetical membership list for names similar to your own. If the same or similar last names exist, you should use your full first and last name. Business names may not be used on your tags because they are not on our data base and cause confusion in the tag data entry system. If you supply a federal business tax id and name, your 1099 will be made out in your business name.

## COMPLETING THE FORM:

### General Member Information:

1. Enter your name, address, phone numbers, and all other applicable information. Note: All Showcase checks are sent "Return Service Requested" to the address on your application. If the check cannot be delivered exactly as addressed, it will be returned to the OPA Treasurer. If you move before the show, please notify the Membership Chair with your new address to avoid delays.
2. Check the applicable boxes about your work and .
3. Choose either individual or collaborative membership. A collaborative membership is two individuals producing one body of work. The OPA Board reserves the right to evaluate any partnership application as valid and abiding by the definition of one body of work.

### Membership Fees:

1. Choose "new member", "renewal", or "returning after absence".
2. Choose how you want to receive your newsletter. Receiving it by email saves OPA a lot of money and these savings are passed to you.
3. Fill in the dollar amount for each applicable membership category.
4. \$5 of your regular membership fee goes to our Clay in Education program. If you would like to donate extra money to the program, enter the amount on the Clay in Education line.
5. If you would like to donate to the Craft Emergency Relief Fund, write in the amount you would like to donate. All CERF money collected by OPA is paid directly to CERF.
6. Calculate the total, and write it on the Membership Fees Total line.
7. **Newsletter Only Restrictions:** If you live more than 100 miles from the Portland Metro area, you may choose the newsletter only category. Newsletter only recipients are not eligible for any other member benefits and may not apply for Ceramic Showcase.

8. All OPA members receive the Newsletter as part of their membership. OPA members do not need to pay the additional "Newsletter Only" fee.
9. If you are not applying for Ceramic Showcase, your form is complete. Enclose a check payable to OPA dated January 1, 2012 for the total membership dues with your application and send it to the OPA Treasurer at PO Box 351, Woodburn, OR 97071-0351.

### Ceramic Showcase Deposit:

1. Mark the size booth you would prefer (first choice only) or mark gallery only. If you are eligible for a booth, you may choose any size booth that is available when your name is called at the March booth selection meeting.
2. Write in either \$285 for the booth deposit **OR** \$40 for gallery only.
3. If your application is postmarked after the November 15<sup>th</sup> deadline, write in the appropriate late fee.
4. If you want to purchase a parking pass, write in \$38. Your parking pass will be mailed to you before the show and is sent "Return Service Requested" to avoid losses in the mail. If the envelope is not deliverable exactly as addressed, it will be returned to the sender. Please make sure you notify the OPA Membership Chair immediately if you change your mailing address.
5. Calculate the total for Ceramic Showcase fees and enter it in the appropriate space.
6. Calculate the total fees for both Membership and Ceramic Showcase and enter the total in the appropriate space.
7. **BE SURE TO SIGN AND DATE THE APPLICATION.**
8. Write one check for the total fees payable to OPA and dated January 1, 2012. Enclose the check with your application.

### Publicity Survey:

1. Answer all of the questions and tell us something unique or unusual about you or your work. Special interest stories are the best advertising we can do!
2. Remember that promoting the show is everyone's responsibility. Send current images of your work to the Publicity Committee as instructed in the Publicity section of the application packet.

### Rental Equipment Request:

1. To avoid significant cost increases, the decorator (DWA) will install pipe and black drape in all booths. Unwanted steel and drape will be removed by DWA. There is no extra charge for pipe and drape.
2. Tables may be ordered in either 6 or 8 foot sizes. The fees (at OPA cost) will be deducted from your final Showcase check.

### Tax Id:

1. Enter your SSN or Federal Business Tax ID on the back of your application. Do not write your name or any other information on the back of your application.

### Committee Selection and Work Shifts Sign Up Form

1. Complete the separate committee and work shifts form and enclose it with your Showcase application and check.

### Signature and Showcase Application Checklist:

1. Sign and date the form.
2. Enclose your Membership/Showcase application, the Committee Selection / Work Shifts Sign Up form, and your check and mail them to the Showcase Treasurer: Julie Asbury, PO Box 351, Woodburn OR 97071.

# Showcase 2012 Committee Selection / Work Shifts Sign Up

This form must be submitted with all Showcase Applications

|                  |            |             |             |                     |                |
|------------------|------------|-------------|-------------|---------------------|----------------|
| First Name:      | Last Name: | Home Phone: | Cell Phone: | Studio/Other Phone: |                |
| Mailing Address: |            | City:       | State:      | Zip Code:           | Email Address: |

I'm applying for:       Gallery-Only       Group Booth Only       Any Size Booth       Volunteer

Yes  No If I'm wait-listed for a booth, I still want to be in the gallery.

Yes  No I want to volunteer for three extra work shifts. (Three extra work shifts = 9 extra hours which is eligible for one extra point.)

Yes  No I want to volunteer for extra committee work.

Yes  No I'm a committee chair. If yes, list committee: \_\_\_\_\_

My experience includes:     Cashier     10-key by touch     Data entry     Accounting

Please list any physical limitations that would prevent you from doing a Showcase job: \_\_\_\_\_

## Committee Selection

**All booth applicants are required to do committee work. Complete this section if you are applying for any booth. Gallery-only applicants are not required to do committee work but may volunteer if desired.**

List your committee preferences in order of choice. (See the committee list in the application packet.)

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

## Work Shifts Sign Up

**All applicants for a booth or gallery-only (everyone) must complete this section.**

All booth participants must work three 3-hour work shifts. Gallery-Only participants must work two 3-hour work shifts.

Please fill out this section completely as all information requested is important.

Please provide your **cell phone** above so we don't have to page you.

If you have experience at the Sales table, please sign up for Sales again. The less time it takes to train folks, the better!

**WORK SHIFT JOB PREFERENCES:** Please mark your first **six** preferences 1, 2, 3, 4, 5, & 6.

I'm willing to do any job at Showcase. (Thank you!!! and proceed to the work shifts time preferences section.)

- |                       |                       |                                    |                                |
|-----------------------|-----------------------|------------------------------------|--------------------------------|
| ___ Cash/Visa Sales   | ___ Customer Service  | ___ Holding Table                  | ___ Front Security             |
| ___ Tag Runner        | ___ Gallery Host      | ___ Wrapping                       | ___ Back Security              |
| ___ Tag Data Entry    | ___ Gallery Stock     | ___ Wrap Stock                     | ___ Adult Clay - Wheel         |
| ___ Information Booth | ___ Sculpture Gallery | ___ Package Pick-Up                | ___ Adult Clay - Hand Building |
| ___ Greeting          | ___ Lobby Display     | ___ Demonstration                  | ___ Children's Clay            |
|                       |                       | ___ Clay in Education Installation |                                |

I would like the same job for all my work shifts.

I would like different jobs for all my work shifts.

**WORK SHIFT TIME PREFERENCES:** Mark the statements that apply. The last shift ends one half hour after we close.

- I'm willing to work any time, any day. Put me where you need me. (Thank you!!! If you checked this box, you may ignore the rest of the form.)
- Due to my job or other conflicts, I cannot work at these times/days: \_\_\_\_\_
- I would like all my shifts on one day. (This will require back to back shifts.)
- I do not want back to back shifts.

|                                   | Friday                 | Saturday               | Sunday                  |
|-----------------------------------|------------------------|------------------------|-------------------------|
| Mark at least 6 work shift times: | ___ 10:00 am - 1:00 pm | ___ 10:00 am - 1:00 pm |                         |
|                                   | ___ 1:00 pm - 4:00 pm  | ___ 1:00 pm - 4:00 pm  | ___ 10:00 am - 12:30 pm |
|                                   | ___ 4:00 pm - 7:00 pm  | ___ 4:00 pm - 7:00 pm  | ___ 12:30 pm - 3:00 pm  |
|                                   | ___ 7:00 pm - 9:30 pm  | ___ 7:00 pm - 9:30 pm  | ___ 3:00 pm - 5:30 pm   |
|                                   |                        |                        |                         |

We will make every effort to get you where you want to be when you want to be there. Priority will be given to preferred work shift times.

**Please do not write below this line. Thanks!**

## Workshift Descriptions

|   |
|---|
| <b>Adult Clay</b> - Assist adults in working with clay. Select either wheel throwing or hand building.  |
| <b>Cashier Sales</b> - Report to Sales Chair for assignment. Take cash and check sales, remove price tags and affix to tag boards, tally receipts. Take Visa sales, remove price tags and affix to tag boards, swipe Visa cards through confirmation machine, get signature on sales receipt.                 |
| <b>Children's Clay</b> - Assist children and parents in working with clay.  |
| <b>Customer Service</b> - Direct and assist customers with pots, fill in for Security, carry packages to Package Pick-Up area, inform customers of the designated pickup parking area, fill in at Wrapping and Sales, fill in for no-shows, etc.  |
| <b>Demonstrations</b> - Allow an hour for your demonstration, plus 15 minutes for set up and 15 minutes for clean up.   |
| <b>Display Hosts: Sculpture &amp; Interior Theme Displays:</b> Answer questions, help customers get work to sales area, keep track of sales from Display area, restock as needed  |
| <b>Environments</b> - Act as host in the Interior Display and Sculpture areas. Answer questions, assist with purchases, and restock pieces as needed.   |
| <b>Gallery Host</b> - Answer customer's questions, direct customers to artist's booths, make sure the prize winning pieces don't leave the premises, keep list of sold work, restock work in gallery, create new gallery cards as needed, and keep the gallery tidy.  |
| <b>Gallery Stock</b> - Assist the 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, and contact Gallery Registrar when all three pieces sell.   |
| <b>Greeting</b> - Greet customers, direct those with questions to the Information Booth, count incoming customers with hand-held clicker, record shift attendance totals in notebook at Information Booth, and then reset the clicker. Check for red stickers on bags leaving Showcase                        |
| <b>Holding Table</b> - Check in pots to be held. Mark with customer name and time received. Return pots to the artist's booths if not purchased within 3 hours.   |
| <b>Information Booth</b> - Answer questions, give directions, give out phone numbers, take messages, use PA system to make announcements, invite suggestions and comments, help the Work Shifts Chair during work shift changes. Deal with Broken Pot forms/ reports. Keep the tables in the food area clean. |
| <b>Clay in Education Installations</b> - Explain Installation theme and donation status, assist customers with sales, restock if possible.  |
| <b>Lobby Display</b> - Answer questions about the display and assist customers with purchases. Restock pieces as needed.  |
| <b>Package Pick-Up</b> - Receive and hold prepaid packages at the back door. Direct customers entering the back parking lot to the marked parking spaces. Check customer's name, sales receipt, and phone number before releasing packages to customers.  |
| <b>Sculpture Gallery-</b> Answer customer's questions, direct customers to artist's booths, keep list of sold work, restock work, create new gallery cards as needed, and keep the area tidy.   |
| <b>Security (Back)</b> - Watch back door area, direct customers with items to purchase to sales tables, monitor Package Pick Up parking, report any unusual occurrences or security violations to the Security Chair.   |
| <b>Security (Front)</b> - Watch front door exit, check for red stickers on all pots/bags leaving Showcase, make sure shopping baskets stay at the show, report any security violations to the Security Chair.   |
| <b>Tag Data Entry</b> - Enter sales tag information into the computer. Data entry experience useful, extensive computer knowledge not necessary   |
| <b>Tag Runner</b> - Transport full tag sheets from the Sales table to the Bookkeeping area in a closed container, copy tag sheets, check copies for clarity, and file the copies in notebooks.  |
| <b>Wrap Stock</b> - Work in front wrap area, make boxes, restock materials for the wrappers, and carry large purchases to the Package Pickup area.  |
| <b>Wrapping</b> - Wrap sold pots, place red sold stickers on bags, enclose promotional materials, and keep the wrap area clean.   |

### Volunteer Only Positions

|  |
|--|
| <b>Baskets</b> - (Volunteer position) - Offer baskets to overloaded customers, retrieve "lost" baskets, assist roaming customers in general, keep communal and traffic areas tidy. |
| <b>Drawing Forms</b> - (Volunteer position) - Hand out Gift Certificate drawing forms to customers and direct them to drop boxes.  |