

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 must have been a member of OPA for one year prior to applying for Showcase. Membership is determined by inclusion on the previous year's membership list 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.

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 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 the one-year membership requirement. 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 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 booth refund after Showcase. Booth fee refunds and deposits will be sent after Showcase.

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 Showcase Info Pack and follow procedures that help the show run smoothly.

Showcase is not responsible for any illness, injuries, or fatalities to OPA members, their employees, or agents.

4.A. BOOTH CONTENTS

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.

2007 commission rate is 18% for booth participants and 28% 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.

All work in the show must be able to be handled with reasonable care, and your booth must be designed and built for stability.

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 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 holding area until the end of the show.

POINTS LIST

OPA Officers	
President	15
President Elect	6
President (Past)	4
Secretary (OPA)	9
Treasurer (OPA)	12
Newsletter Editor	15
Showcase Chair (See Below)	--
OPA Board of Directors	
Member at Large (12 people)	(each) 6
Clay in Education Chair	6
Data Coordinator	9
Empty Bowls Co-Chair (2 people)	(each) 6
Hospitality Chair	6
Justice Center Windows Chair	6
Manual Editor	6
Membership Chair	9
Mentor Chair	6
Picnic Chair	4
Program Chair	9
Video Production Chair	6
Voice Mailbox Chair	6
Webmaster	9
Workshop Chair	6
Showcase Steering Committee	
Showcase Chair	18
Showcase Co-Chair	9
Advertising Chair	14
Advertising Vice Chair	7
Bookkeeping Chair	12
Building Chair	12
Committee Placement Chair	12
Points Chair	9
Publicity Chair	14
Publicity Vice Chair	7
Sales Chair	12
Sales Co-Chair	9
Secretary (Showcase)	9
Sponsorship Chair	12
Treasurer (Showcase)	18

Showcase Committee Chairs	
Adult Education Chair	6
Archive Chair	4
Awards Chair	2
Children's Area Chair	6
Demonstrations Chair	6
Education Display Chair	6
Education/Non-Profit	6
Equipment Rental Chair	6
Flyer Posting Chair	6
Gallery Display Chair	6
Gallery Physical Setup Chair	12
Gallery Registrar	6
Garden Display Chair	6
Graphics Coordinator	6
Group Booth Chair	9
Holding Table Chair	6
Information Booth Chair	6
Information Packet Chair	6
Interior Display Chair	6
Lobby Display Chair	6
Mailing List Chair	6
Map Chair	6
Poster Chair	9
Sales - Cash Treasurer	9
Sales - Cash Treasurer Vice Chair	3
Sales - Credit Card Treasurer	9
Showcase Registrar	12
Security Chair	6
Signage Chair	6
Special Events	6
Sponsorship Chair	12
Traffic Chair	4
Work Shifts Co-Chair (2 people)	(each) 6
Wrapping Co-Chair (2 people)	(each) 6
Membership and Showcase Points	
Annual Membership	1
Showcase Committee Completion	1
Showcase Work Shift Completion	1
Trainees for Showcase Positions	2
Other Positions	
Finance Committee (3 people)	(each) 6