

## Roasted Coffee Bean - Requirements for Artist's Participation

Artists can display their work at Roasted Coffee Bean for one month at a time. There is a \$10 fee for each month's stint the artist signs up for (to cover Guild operating expenses, printing, and publicity). In addition, Roasted Coffee Bean will take 35% of the price of each piece sold.

### Steps to be followed:

1. E-mail RCB Show Coordinator, Eileen Wolk ([rcb@ovcag.org](mailto:rcb@ovcag.org)), with a request for a specific month (e.g. August) at least seven days before the start of the requested month.
2. Upon confirmation of your timeslot, print out this form, sign it, and mail it in with your \$10 check (**payable to OVCAG**) to the Show Coordinator (Eileen Wolk, 1056 Hyde Ave., San Jose, CA 95129). This waiver form needs to be filled out one time only, but the \$10 fee must be paid each month an artist participates in this show. Contact the Show Coordinator for assistance. All fees are subject to change without notice.
3. Pieces should be labeled (sticky dots) with price and artist's name. Keep in mind that sales tax will be added to the amount on the price tag, so price your pots accordingly. Round the price to the closest dollar (e.g. \$24, not \$23.75). *If possible, download and fill out an [inventory form](#) to take to the shop.*
4. Create an 8x10 information sheet about yourself and your pottery and give it to the coffee shop owner. Your information sheet will be displayed with those of the other artists' in a designated spot by Zohreh, the coffee shop owner.
5. Bring pieces to display during the designated set-up time, usually the first Saturday of the month, between 9 am and noon. Bring enough artwork to cover an area about 11" deep, 35" wide, and 6' high – typically two to three shelves per area. Tall pieces can be accommodated due to the 6-foot height of each display area. The display areas are claimed on a first come, first served basis. Please remember to bring your own accessories such as plate stands, museum putty and the like.

***If you can't make the designated set-up time, it is very important to contact Zohreh at (408) 725-1919 to make special arrangements for another set-up time.***

*Be advised that while OVCAG does not jury members' submissions, the coffee shop owner can and may do so. The dominant items for sale must be handmade by the artist and made of silica clay. Please offer only your very best work.*

6. Proceeds for pieces sold will be paid at the end of the month.
7. Please plan to rotate fresh inventory in half way through the month. The display gets stale if the same inventory sits for more than a couple of weeks and sales drop off.
8. The final pick-up date will be the same day as the next group's set up date, the first Saturday of the month. If the date is changed for any reason, you will be notified of the new time.

### Release:

The Roasted Coffee Bean, the Orchard Valley Ceramic Arts Guild, their officers, employees, and members assume no responsibility for loss, theft, or breakage of any items displayed in this show. I understand that pieces are displayed entirely at my own risk, and I will not be reimbursed for damaged or missing pieces. I will be responsible for picking up my work during the designated pick up time. Any pieces not picked up at the designated time may be forfeit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print clearly): \_\_\_\_\_