

2010 “Art in Clay” Sale

Information and Requirements for Artists

For more information, contact the Sale Chairs,
Cristina Chang at wishwerks@gmail.com or
Jill Getzan at jillgetzan@sbcglobal.net

Location

Lucie Stern Community Center
Ballroom and Fireside Room
1305 Middlefield Rd.
Palo Alto, CA 94301

Important Dates

- SALE: Saturday & Sunday, Nov 13-14, 2010, 10 am – 5 pm
- PHOTO SHOOT: Saturday, July 24, 2010, 10am – 2pm, location TBD; \$5 fee per three items (or sets)
- INFORMATION MEETING: Thursday, Sep. 23, 2010, 7pm at Sunnyvale Community Center Art Building. **This meeting is mandatory for all participants.**
- ARTISTS SET UP: Friday, Nov 12, 2010, 7 pm – 10 pm
- CLEAN UP: Sunday, Nov 14, 2010, 5 pm – 7 pm

Registration and fees

Registration opens on June 1st, 2010 until all spaces are filled. Send a check for the applicable amount, payable to OVCAG, with your completed and signed registration form to the registrar:

Jill Getzan 751 Lynxwood Ct. Sunnyvale, CA 94086

- ◆ \$65 for a 6-foot table (30" x 72")
- ◆ \$80 for a 8-foot table (30" x 96")
- ◆ \$50 per person for sharing a 8-foot table, each artist must find own partner
- ◆ Due to high interests, each artist can only request up to 2 tables.

Requirements

- Participants must be current OVCAG members at time of sale event. **Failure to maintain a valid membership status can result in exclusion from event.** Participants may sign up to be an OVCAG member at the same time of sale registration.
- A signed, completed registration form and payment must be received by the registrar (Jill Getzan) for the member to participate in the sale. Confirmation will be sent via email unless otherwise requested. **Refunds will be issued only if the space can be filled.**

- There are two showrooms, ballroom (2800 sf) and fireside room (650 sf). Table and room assignments are based on the number of participants, table size, need for wall or electrical outlets and suitability of available space. **Requests are accepted for Fireside room only.**
- Artist submissions for the sale are not juried. **ALL of the items for sale must be handmade by the artist and made of silica clay. No consignment sale of non-participating artists allowed. Artists must consult with the Art in Clay Sale chairs on questions regarding this policy.**
- The Guild will collect an **18% commission** on all items sold at the sale.
- Sales tax (9.25%) will be added by the cashier and should not be included in your prices. Taxes will be collected and paid by OVCAG.
- **Each artist must provide a sample price tag with artist ID (e.g. initials) used on the work with the registration form or at the information meeting on September 23, 2010 at the latest. In case of duplicate IDs, the registrar will consult with each artist for alternatives.**
- Price tags (Avery removable ½ to 1 inch tags recommended) must be clearly legible, preferably printed. Tags not matching the sample provided will not be processed and the sale excluded from the payment to artist.
- Participants are responsible for setting up their own displays. The guild provides all tables and limited tablecloths. **Using your own tablecloths is recommended.** Please use floor-length tablecloths in order to hide boxes underneath, etc.
- **Everyone will be assigned a pre/post-sale job plus 2 time slots during sale or any combinations of three jobs. In case of personal schedule conflict, each artist must make arrangements for exchange or replacement and notify the coordinator. Anyone assigned to the signage job is exempt from other sale related job obligations.**

Brief job descriptions

Set up 1: Arrange tables according to layout, this job requires lifting.

Set up 2: Assist with setting up info, refreshment and cashier tables on Saturday 11/13 morning.

Clean up: Put away tables and sweep floor. This job requires lifting.

Postcard mailing: Friday 10/22, 10-1pm at Luna Graphica in Sunnyvale.

Signage: Put up street signs on Sat 11/13 at 9am, take down on Sun 11/14 at 4pm. Participants assigned to this job are excused from other duties.

Roamer: Walk around showrooms to replenish tables, assist customers, etc.

Greeter: Stationed by the entrances to greet and assist customers, place items on hold.

Receipt writer: Working with cashier, writer removes price tags from artworks to record on sale receipts, completes receipts with sales tax and total.

Cashier: Working with writer, cashiers reviews receipts and collect payment from customers.

Wrapper: Working with writer/cashier, wrapper wraps all items for customers to take away.

- Each artist is expected to report for duty on-time and remain on the post for the entire duration of assignment. Unexcused tardiness or abandonment will result in denial of participating future sale events.
- At the close of the business day on Sunday, each artist must pick up own work and help straighten up the showrooms before leaving. Unclaimed pieces will be placed in a box (not sorted) and held by the Guild for a limited period of time. The guild will not be responsible for loss or damage to the items.
- Checks will be distributed following the sale after the bank has released the deposits, and all sales receipts reconciled by the finance coordinator. It usually takes 3-4 weeks.
- The organizational meeting is planned for **Thursday, September 23, 2010** at the Sunnyvale Community Center Art Building. All participants must attend the meeting or send a representative. Please be on time!
- As a participant in the sale, artists agree to the Guild's use of any photographs taken at the event for Guild publicity. This release remains valid until the president of the Guild receives a written withdrawal from the artist.

Please note: The Lucie Stern Community Center, the Orchard Valley Ceramic Arts Guild, their officers, volunteers, and members assume no responsibility for loss, theft, or breakage of any items displayed in this event. Pieces are displayed entirely at participant's own risk, and will not be reimbursed for damaged or missing pieces. Participants agree to this limitation of liability by submitting a signed registration form to the sale registrar.