



Orchard Valley Ceramic Arts Guild

2005 June Sale Application and Release

Sale Date: June 4, 2005

I have read the information and requirements on the 2nd page of this application (Information and Requirements for Artists' Participation) and agree to abide by them:

Signature: _____ Date: _____, 2005

Please Print

Last Name: _____ First Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Email: _____
Home phone: _____ Alt. Phone: _____ Type: work, cell, studio (circle one)

Fees and Rental Request – Make check payable to OVCAG

_____ **ENTRY FEE:** \$50 for 10'x10' space; \$30 for 1/2 space _____
AFTER 4/20/05: \$60/space, \$35 for 1/2 space
Booth partner's name: (required if renting 1/2 space) _____

_____ Canopy Rental: \$65 for 10'x10' _____
 I plan on using my own canopy

_____ Table Rental \$8 per 8' table (need _____ tables) _____
 I have my own tables or alternate display furniture

TOTAL FEES: _____



ASSIGNED BOOTH NUMBER (Spaces will be assigned in sequential order in the order the application was received.)

Please do your part to make the event a success in one of the following areas (2 hour min. required). Mark your 1st, 2nd, 3rd, choices. We cannot guarantee that you will get your first choice.

Pre-Event Jobs

- ___ Distribute Posters
- ___ Prepare Mailings
- ___ Post directional signs
- ___ Distribute rental equipment
- ___ Pick up festival on-site signs
- ___ Mark off booth spaces
- ___ Set up cashier booth
- ___ Phones
- ___ Assemble participant pkgs
- ___ Place traffic/parking cones
- ___ Pick up/deliver equip. from storage

During Event Jobs

- ___ Hospitality - customers
- ___ Hospitality - artists
- ___ Check bathrooms/paper goods
- ___ Cashier
- ___ Input credit card data
- ___ Runner for cashier(s)
- ___ Parking Guide
- ___ Distribute participant's packets
- ___ Booth Sitter
- ___ OVCAG Gallery Sitter

Post-Event Jobs

- ___ Clean up grounds
- ___ Empty garbage cans
- ___ Gather rental equipment
- ___ Retrieve directional signs
- ___ Take Guild equip to storage
- ___ Dismantle cashier booth

RELEASE: The City of Palo Alto, Palo Alto High School, the Orchard Valley Ceramic Arts Guild ("OVCAG"), their officers, volunteers, and members assume no responsibility for loss, theft, or breakage of any items displayed in this show. Pieces are displayed entirely at your own risk. The **Exhibitor releases OVCAG and its agents from liability for loss or injury to any person or property** of the Exhibitor that may arise from the use of the space or equipment during the event.

ORCHARD VALLEY CERAMIC ARTS GUILD

2005 JUNE OUTDOOR SALE

INFORMATION AND REQUIREMENTS FOR ARTISTS ' PARTICIPATION

REGISTRARS: Larry Wittman, 408-249-7710 (no email) and Vicky Moore, 408-255-4873, vjdmoore@mindspring.com

Mail completed, signed Application and Release form and check (payable to OVCAG) to Larry Wittman, 1286 Main Street., Santa Clara, CA 95050. If you do not have e-mail, include a SASE for confirmation and booth number. Applications that are not signed or are without a check will be returned.

SALE DATE: June 4, 2005; **HOURS:** 10:00 AM to 5:00 PM; Set up 7:30 AM to 9:30 AM. All booths must be set up by 9:00 AM and all cars removed to the exhibitors' parking area. Exhibitors may not begin to pack and move out until the show is closed.

REGISTRATION/FEES/CANCELLATIONS: The show is open to all current OVCAG members on a first-come-first-served basis. The entry fee is \$50 if the application is received by April 20, 2005, and \$60.00 after April 20th. Two artists may share a booth, with each artist paying \$30 before April 20, and \$35 thereafter. We need to know if we have a viable sale by April 20, and before funds are committed for advertising, etc. Please show your enthusiasm by registering early! After May 7, 2005, entry fees will only be refunded if the artist replaces him/herself in the sale. If weather or circumstances beyond OVCAG's control cause the event to be cancelled, OVCAG will refund each exhibitor's share of the fees after deducting nonrefundable expenses incurred by OVCAG.

CANOPIES AND TABLES: Booth spaces are 10'x10'. If requested, OVCAG will arrange for the rental of canopies and tables at a nominal charge to the exhibitor. There are no shady spots at this site. Your own booth and/or display equipment may be used. If you need rental items, you **MUST** request them with your application form. Changes to your rental order must be received by May 7, 2005.

LOGISTICS: Set up begins at 7:30 am. All booths must be set up by 9:30 am, and all cars removed to the Exhibitors' parking area. Exhibitors may not begin to pack and move out until the show closes. Artists are responsible for staffing their own spaces, pricing and selling their work, writing up "tickets" (which the customer will take to central Cashier), and wrapping the work after the customer had paid. Sales tax will be added by the cashier and should not be included in your prices. (Taxes will be collected and paid by OVCAG). The Guild has set up an account for credit card processing, and will collect a 15% commission on all work sold during the day. **THE DOMINANT ITEMS FOR SALE MUST BE HAND MADE BY THE ARTIST AND OF SILICA CLAY.**

SALE JOBS: Every exhibitor must sign up to help with the sale. There are pre-sale, during-sale, and post-sale jobs to be done. You can also invite a friend to fill a day-of-sale job slot. Two hours minimum are required. More detailed information is on the application form.

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