

## Checking in, Loading in and Out, Security and Safety

Check in at the Info Table immediately upon arrival to get your show materials. These include:

1. Your name tag. You and your helpers **MUST** wear name tags at all times. Blank name tags for your helpers are available at the info booth.
2. A name and number sign for your booth. Please display them in your booth.
3. Your voting ballots.

Please Return name tags and booth signs to the Information Table before leaving on Sunday, so they can be used next year.

### Loading In and Out:

- All parking at the fairgrounds is free.
- You may not drive into the building, so hand trucks or carts are needed to move your work.
- The auditorium has three sets of doors (see floor plan). Park near the door closest to your booth. Unload your booth as quickly as possible and then move your vehicle to parking areas so others can unload.
- In consideration of the potters near the South door, this entry will be closed after 3 PM Thursday.

### Tear-Down begins at 5 PM Sunday:

- Do not begin to remove ware or take down displays before then.
- Do not have boxes in your booth, in the aisle, or waiting by the door before this time.
- Please be considerate and get your vehicle only **AFTER** your booth is completely torn down and you are ready to load out.
- And, please leave your area clean.

### Security:

Access to the building during show hours will be through the front/main doors. Potters are permitted to use the back doors near the Demo area, but please keep your use of them low-key. In some situations, entry will be allowed through other doors, but only after arrangements are made with the Security/Info Chair.

Overall, security is limited. Security staff will wear canvas aprons with the CLAY FEST logo. For added safety, wear your name tag, and keep valuables stored out of sight. Please use common sense and keep vehicles locked at all times. And, please report to the Info Table or Security anyone acting suspiciously before, during and after the show.

### Safety and Insurance:

Clay Fest has a Broken Pot Fund to pay for some types of breakage; these payments come directly from booth fees. Clay Fest does not have an insurance policy and there is no guarantee that breakage will be compensated. If you have pieces that were broken or damaged during the show, you can obtain a complete policy at the Info Table, as well as a Broken Pot Form and instructions. Each incident is reviewed by Steering Committee members and their decision is final.

Good judgement will go a long way in protecting your work. If your booth set-up is not sturdy and stable, you will not be compensated for broken work. Do not place displays directly against backdrops that back onto neighboring booths or in the aisle. Fragile work should have signs advising shoppers how it may be handled. In general, consider placement of work to avoid spots that can be easily bumped, that are too high to safely reach, etc.