

# CLAY FEST

## 2023

This document contains the information you need for a successful Clay Fest experience. For those artists returning to the show, please read the information here carefully as some details, such as bar code price tags, have changed. A list of contacts is provided in Attachment A should you have questions. The following schedule pertains to the Thursday before the show opens and the days of the show.

Thursday	OCTOBER 12	
Noon - 9 pm	Booth Set up	Check in at the Info Table then begin booth set up.
3 - 6 pm	Deliver Gallery Pieces	
Friday	OCTOBER 13	
8 am - 2 pm	Booth Set up continues	Check in at the Info Table if you have not already
9 am - 11 am	Deliver Gallery Pieces	Extra large pieces must be delivered between 10 - 11 AM.
Noonish	Pot Luck Lunch Break	Bring something to share, if you want.
1 pm	Cash Sales Training	Mandatory!
	Wrapping Training	Mandatory!
1:15 pm	Credit/Debit Training	Mandatory!
1 - 4 pm	Gallery Awards Voting	Award is announced at 7 pm
1:30 pm	Building Security Training	Mandatory!
2 pm	FIRE MARSHALL INSPECTION	Your booth electrical and display furniture must be set up for inspection by this time.
2 - 5 pm	Booth Stocking	Load in work for sale
5 - 8 pm	Clay Fest Open	Buyers flood in!
Saturday	OCTOBER 14	
9 - 10 am	Building opens for restocking	
Noon	People's Choice Awards Announced	
10 am - 6 pm	Clay Fest Open	
Sunday	OCTOBER 15	
9 - 11 am	Building opens for restocking	
11 am - 5 pm	Clay Fest Open	
5 - 9 pm	Breakdown and load out	Turn in your name tag, etc. at the Information Table.

This is the 25<sup>st</sup> Anniversary of the annual Clay Fest ceramics show and sale — a much anticipated annual Eugene event! As a premier ceramics event, selling of seconds or selling work at a discount is not permitted and you may not use representatives or agents to market or sell your work at any time during the show.

The show is organized by volunteer clay artists and all work to make it successful is undertaken by its participants. This annual event provides: a venue for your sales; promotes education in the ceramics arts; and, provides the buying public insight into the processes we use for our work.

Information is organized as follows:

1. Schedule (see prior page)
2. Floor Plan
3. Mandatory Electrical Equipment and Configurations
4. Mandatory Fire Precautions and Equipment
5. Wrapping and Boxing Work
6. Work Shifts
7. Committees
8. Set up and Tear Down
9. Your Booth Space
10. The Gallery and Awards
11. Price Tags
12. Security
13. Insurance
14. Promoting the Show and Your Work
15. Accommodations
16. Directions

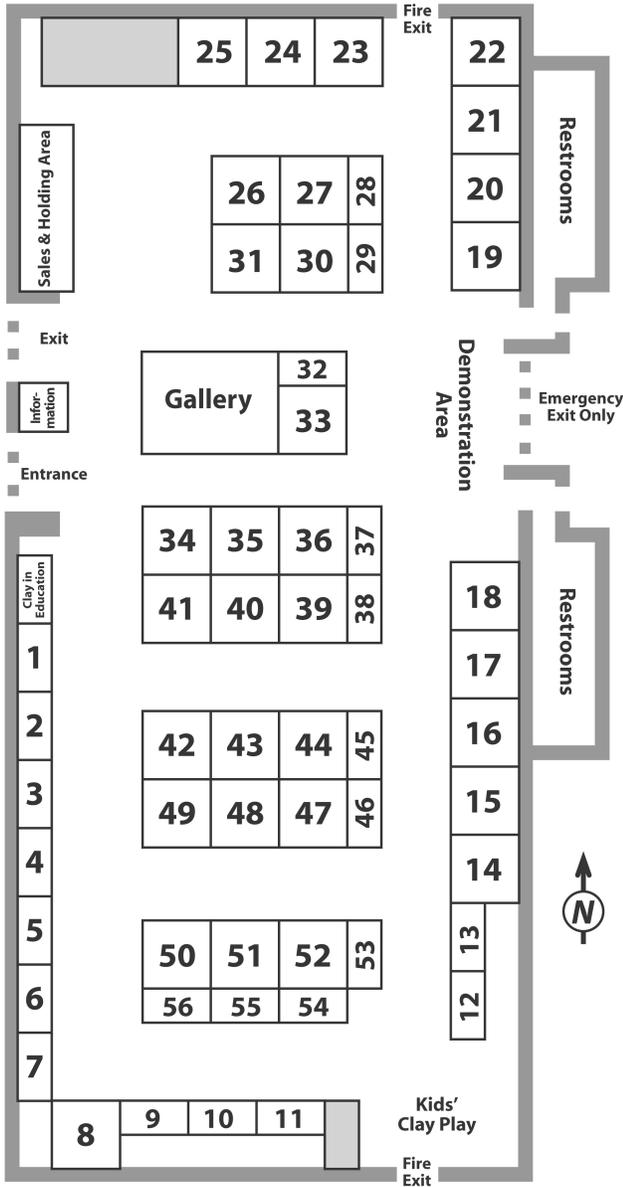
Attachments:

- A. Committee Chair contact list— to address questions
- B. Electrical Connection Requirements — MUST READ
- C. Work Shift Assignments
- D. Committee Assignments

## 2. Floor Plan

**This year, for the first time, every potter is receiving pipe and drape.** The floor plan seen below will be set up by Thursday noon. Each booth will have a number on tape on the floor to help you locate your booth (please remove this tape once you are set up). This floor plan also can be seen on our web page [clayfestonline.com](http://clayfestonline.com) that lists all booth participants by booth number. Please note that we will try to keep the web page current as changes occur. The *final* map is available as hand-outs at the information table.

***You may not change your booth location or add/change/delete booth partners without prior approval from the Registrar.***



### 3. Mandatory Electrical Equipment and Configuration

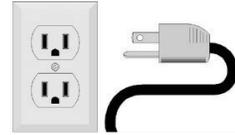
It is critical that you read and understand the following electrical guidelines before you set up.

**The Fire Marshal requires that your lights and other electrical items be connected to the power source and each other in a specific way.** If they are not properly connected, you WILL NOT be allowed to use them.

**All booths will be inspected at 2 PM on Friday afternoon. Your booth furniture and lighting must be set up by this time.**

Those booths not in compliance with these requirements ***will not open*** with the show ...

- **ALL EXTENSION CORDS MUST BE THE GROUNDED TYPE** (three pronged, commercial, heavy-duty cords). Each booth is allocated **500 watts** of power for lighting — you are responsible for managing your electrical allocation.



- **“HOME” SIZED (LITTLE SKINNY) EXTENSION CORDS OF ANY KIND ARE NOT ALLOWED!**

**The diagrams in Attachment B explain the electrical connection requirements for setting up your booth.** These are the only **approved** methods of connecting your booth to the power supply. You **MAY ONLY USE ONE OF THESE THREE METHODS OF CONNECTION.**

Also, avoid wrapping extra electrical cord around pipe (in pipe and drape). This will not be approved by the fire marshal.

Important note: electrical is not located adjacent to each booth. You will need power strips with sufficiently long cords to reach from the power source, behind multiple booths to your booth.

#### 4. Mandatory Fire Precautions and Equipment

Again, this must be ready for inspection by the Fire Marshall at 2 pm on Friday.

- Canopies are not permitted on booths.
- **If you use a backdrop, it must be flame retardant.** Drapes and cloths must be certified fireproofed; labels or documentation of flame retardant are necessary. Homemade mixes are not acceptable.
- Plastics for drapes cannot be fireproofed, and cannot be used.
- Cardboard pedestals (or boxes) will be permitted **ONLY** if they are treated, inside and outside, with an approved flame-retardant paint.
- Table coverings do not need to be fire resistant.
- If you have any questions about fire issues, contact Building Prep Chair, not the fire department. Flame retardants can be purchased at National Firefighter : 1574 West 6th Avenue, Eugene 97402 (541-485-356).

#### 5. Wrapping and Boxing Work

- Your work is wrapped and bagged or boxed for customers at the centralized Sales Tables.
- Please **bring 20 flattened boxes** to the Sales Table, for boxing customers' purchases. Boxes absolutely need to be sturdy and clean. Clay and wine boxes tend to be the best size (however some larger and smaller boxes will be used). Do not bring boxes smaller than a shoe box. Please remove any personal identification marks from boxes. Last names **A-P** bring boxes on Friday; **Q-Z** on Saturday.
- **If you have special wrapping needs**, you should be ready and able to wrap items for your customers in your booth.

#### 6. Work Shifts

We are a self-organized and managed show. It is critical to a smooth running event that each participant fulfill their assigned commitments in a timely and professional manner. ALL Booth participants are required to work two 3-hour work shifts.

Shift changes will be announced; however, it is up to you to **be on time**. Reporting on time means signing in and arriving five minutes *before* the start of your shift.

- **Check in and initial by your name on the master work shift list** located at the Info Table before you begin your work shift.
- An additional 5% commission is assessed for each late or missed work shift, without exception.
- Prior to the Show, **look over the work shift schedule** in Attachment C to see that you are listed for the correct number of work shifts and that your shifts do not conflict.
- **Check the Final Work Shift Assignment pages** (at the Info Table) when you come to set up your booth. There may have been changes.
- **Work assignments will be explained** by the Chair or the person you are relieving. You are responsible for knowing the duties of your work shift assignment, so ask for a full description of your duties at the time you begin work.
- **TRAINING: mandatory training for all those with Cash Sales, Credit/Debit Sales, Wrapping and Security work shift assignments** are noted in the Clay Fest Set Up Schedule.

Gallery Only participants are required to work one 3 hour shift.

- **Gallery Host** duties include hosting the gallery and the nearby Clay In Education display. This includes greeting patrons, informing them of our program.
- **A missed work shift for Gallery Only participants** may affect eligibility for next year's Clay Fest.

We often need extra help, so please consider offering to take on another work shift. Contact the work shift Chair prior to the show to sign up for extra shift(s).

If you have any questions about the duties associated with your work shift assignments please contact the Chair identified in Attachment A or D, Our goal is to have everyone contribute in a manner that suits their interests and abilities.

## 7. Committees

All Clay Fest booth holders are required to do Committee work in addition to working shifts during the event. Committee assignments allow us to prepare for Clay Fest.

Check the Committee assignment sheets in Attachment D, to find your committee. If you have not been contacted by mid-September, please contact your Chair. If you have any questions, contact your Committee Chair.

Please note that failure to do your Committee work will result in an additional 5% commission and/or, at the discretion of the Steering Committee, loss of eligibility to participate in a future Clay Fest.

**Gallery Only participants** are not required to do committee work

## 8. Set Up and Tear Down

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

1. Your name tag. Clay Fest name tags **MUST** be worn at all times, by you and your helpers (i.e.: set-up, before, during and after show hours, and during tear-down). Blank name tags will be provided for your helpers at the info booth.
  2. A name and number sign for your booth. Please display them in your booth.
  3. Your voting ballots.
- **Return name tags and booth signs** to the Information Table before leaving on Sunday, so they can be used next year.
  - **You may not drive into the building.** Bring hand trucks or carts to move your work and booth in and out.
  - All parking at the fairgrounds is free. At times there are other events occurring that may make parking difficult. That does not appear to be the case for 2023.

- 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 in booths 8 and 9, the south door will be closed after 3 PM Thursday.**
- **TEAR-DOWN BEGINS AT 5 PM SUNDAY. Do not begin to remove ware or take down booths before then.** Do not have boxes in your booth, in the aisle, or waiting by the door before this time.
- We will load out through all three doors. Get your vehicle only AFTER your booth is completely torn down and you are ready to load out.
- **Please remove all your items**, including trash, and leave your area clean. **We** are the clean-up crew!

## 9. Your Booth Space

A Full Booth is 10' x 10'; a Half Booth is 5' x 10'. Pipe and drape is provided by Clay Fest at no additional expense to you. If you ordered an additional bar that runs in the middle of the booth (front to back) for lighting this will be part of your booth.

In addition:

- As noted earlier, electrical is not located adjacent to each booth. You will want to get cords that are long enough for you to connect to the electrical junctions and hide your cords as you run them to your location along the back of your and other booths.
- When you set up your display furniture please check for stability and add shims as needed.
- **DO NOT PIN OR TAPE ANYTHING TO THE DRAPES.** If there is any damage to a drape, it will cost you **\$25 per each individual panel damaged.**
- Signage and hooks to hang it come in the packet your pick up at the Info Table.
- Tables and chairs can be ordered through September.
- Once you are set up, please remove the tape markers on the floor in your booth area.
- The floor is concrete: floor coverings may be used.
- Do not tape or tack anything to the walls.
- No chairs are allowed in the aisles. Your entire booth must be contained within the assigned space.
- Clay Fest may provide background music during the show. You may not provide music in your booth.
- **If you have special wrapping needs**, you should be ready and able to wrap items in your booth.

## 10. The Gallery and Awards

Pieces must be delivered to the Gallery Check-In on Thursday before the show from 3 - 6 pm, or Friday from 9 - 11:00 am. In your piece is extra large, it must be delivered Friday between 10 - 11 am. If you cannot deliver your piece(s) between those hours, contact the Gallery Display Chair. When you drop off your Gallery piece(s) you will fill in a form from which we will make your Gallery display sign. Booth exhibitors are encouraged to have one high-end or favorite piece (which may be a grouping) in the Gallery. If your piece sells, you will be informed so that you can replace it with another piece. Deliver re-stock pieces to the Gallery Host.

- **Attach a standard bar code price label** to each Gallery piece, with your price (see directions previous page). See following section on bar-code labels.
- You may tape a sketch or photograph to your piece, explaining how you want your work displayed.
- If your piece requires special attention because of size or fragility, you must contact the Gallery Display Chair to make arrangements.
- Anyone who needs electricity for their Gallery piece must make arrangements with the Gallery Display Chair.
- **Wall pieces** must weigh less than 25 pounds and be ready to hang on a nail or hook.
- **Stands** for plates and bowls are appreciated. Put your name on the stand, and indicate whether the stand goes with the piece, or is not for sale.

- Gallery Only participants: a limited area is available to Gallery Only participants for storage of up to two re-stock pieces at a time. Ask about this at the Gallery Check-in Table. If you have a booth person storing more pieces for you, let the Gallery Display Chair know who that person is.
- **Clay Fest ends Sunday at 5 PM. Gallery work MUST be picked up at 5 PM.** The Gallery will be broken down immediately at the end of the show. We cannot store any pieces that are left in the Gallery. If you cannot retrieve your work, you must make arrangements for someone else to pick it up. Clay Fest is not responsible for work that is left in the Gallery after the show is over.
- Clay Fest's breakage policy applies to all pieces in the Gallery.

#### Awards:

- **All participants** in Clay Fest are encouraged to **vote** for Best In Show, 2nd and 3rd gallery pieces between 2-4 pm on Friday. Ballots from your Info Packet must be returned to the ballot box by 4 pm. Winners will be announced at 7 pm in the Demo area.
- People's Choice voting takes places from Friday opening until 11 pm Saturday and the award will be announced at Saturday noon in the Demo area.

## 11. Labels and Pricing

Clay Fest will provide 250 labels with your last name and bar coding unique to each participant. These will be mailed to you in early September. You can request another set of 250 labels at a cost of \$5.00 per set. Please go to our website, [clayfestonline.com](http://clayfestonline.com) for additional information and to order more labels. If needed, a few labels may be printed for you at the sales venue. See the Clay Fest Chair. In addition to your unique bar code and last name, each label will have space for a price. See photo image below for a sample.



**All sales go through a central sales desk.** The cashiers will read your bar code and enter your price as your work is sold. All labels will be removed and used in case there is a need to research and resolve an accounting error.

- Place price labels in a clearly visible place. Consider ease of removal by the sales team when picking location as it is very difficult to remove labels from some places (like inside of mugs, etc.).
- When placing labels on non-glazed surfaces, use tape or some other means to keep them attached.
- If there are two prices on a pot, it will be sold at the lowest price. **Price in whole dollars**—do not use cents.
- Do not use inventory numbers on your price labels, as they might be mistaken for prices.
- If prices are illegible, or if sets are priced incorrectly, you may not receive proper credit, so take care writing your labels. Consider using blue ink for the price.
- We will try to have reports of the previous day's sales available at the Info Table the following morning. Please do not ask the sales crew for tallies during the show.
- Please do not change prices after the show opens.
- If you have any questions about labeling your pieces, please ask either the Sales or CREDIT/DEBIT Chair before the show opens.
- A check for your sales proceeds will be processed and mailed within 15 business days of the close of the show.

**How to price sets:** The primary piece in a set should have the bar code sticker. An additional sticker should be placed (not bar code) on each piece of the set that notes 1 of X, with your name. See the example below representing a set of 4.

**Example:** Added to Primary

(Each additional piece)



## 12. Security during the Show

Please wear your Clay Fest name tag at all times. 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 will be 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. Keep vehicles locked at all times. Do not keep valuables in your vehicle.

- The opportunity for theft increases when you are away from your booth working shifts. Please be aware of anyone acting suspiciously. Report suspicious behavior to the Info Table.
- Also, please notify Security Staff if you see anyone you see before or after the show that you think does not belong. Participating artists are encouraged to be present during Clay Fest.

## 13. Insurance and Safety Considerations

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

If your booth set-up is not sturdy, you will not be compensated for broken work. Pedestals and shelves should be sturdy and not wobble. 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 should be handled. In general, consider placement of work to avoid spots that can be easily bumped, that are too high to safely reach, etc. Good judgement will go a long way in protecting your work.

## 14. Promoting Clay Fest and Your Work

Each of us should promote the event and our work on social media before and during the Clay Fest. When preparing for the show, post about work in process and the processes you use to make your work. Please consider using Facebook and Instagram to stimulate interest and invite friends:

Facebook: Follow Clay Fest Oregon. (<https://www.facebook.com/clay.oregon>)

Instagram: Follow @clayfest.eugene and tag our page by adding @clayfest.eugene to your posts

Also, you may send photos and video to [matty@earthspunpottery.com](mailto:matty@earthspunpottery.com) and she will post them to Clay Fest social media.

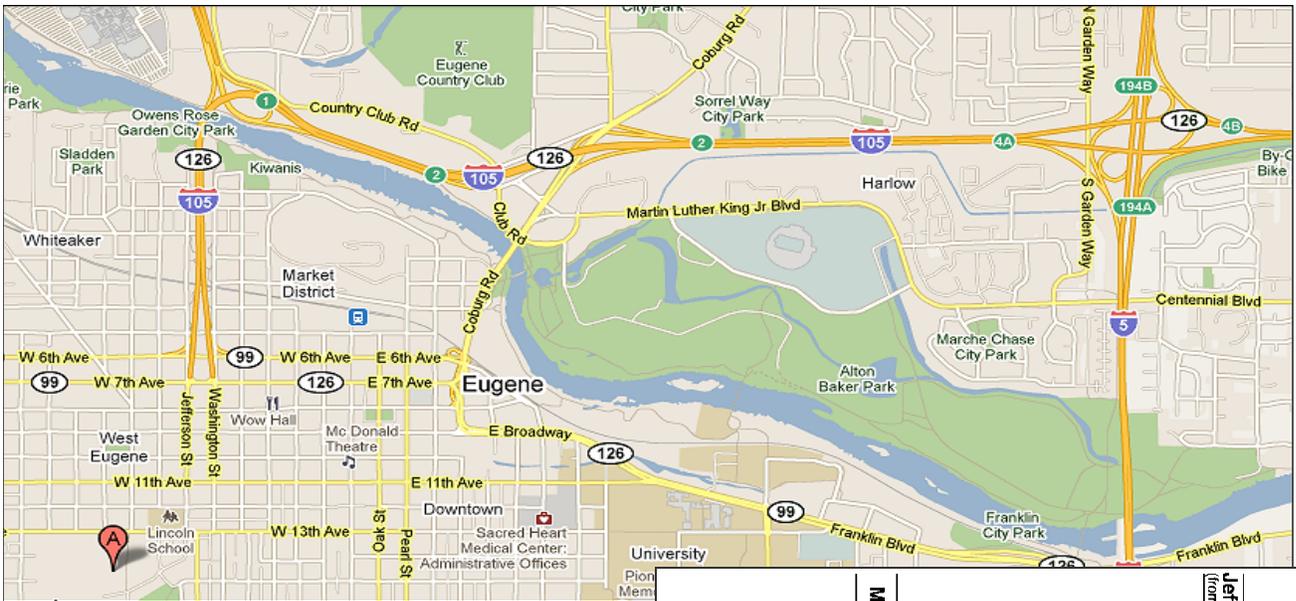
## 15. Accommodations

The following Eugene-area potters have space for out-of-town potters should you want local accommodations:

Faye Cates 831-435-6768  
 Lee Dwyer 415-577-3519  
 Annie Heron 541-335-9024  
 Laura Kinder 541-633-8982  
 Tracie Manso 541 870-8294

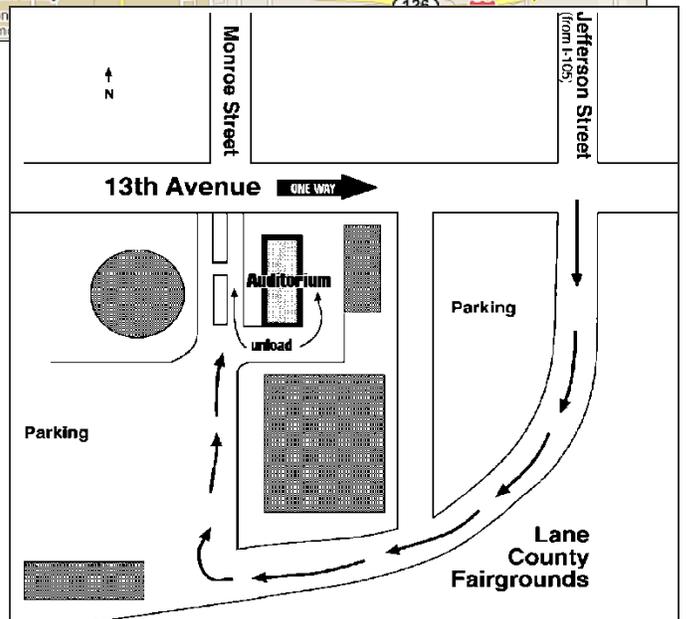
[phasemail@gmail.com](mailto:phasemail@gmail.com)  
[madpotterdwyer@yahoo.com](mailto:madpotterdwyer@yahoo.com)  
[annie@annieheron.com](mailto:annie@annieheron.com)  
[kinderlaurielynn@gmail.com](mailto:kinderlaurielynn@gmail.com)  
[tmanso@comcast.net](mailto:tmanso@comcast.net)

## 16. Directions



FROM Interstate 5:

- Take Highway 105/126 WEST Exit 194
- Soon you'll see signs that say FAIRGROUNDS
- Highway ends at traffic signal
- Take lane that says JEFFERSON-FAIRGROUNDS
- Continue straight and you are now on Jefferson Street (see map to right)
- Cross 13<sup>th</sup> into Fairgrounds
- Follow map to right to Auditorium unloading areas.



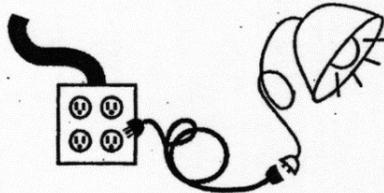
## ATTACHMENT A: COMMITTEE CHAIR CONTACT LIST

First Name	Last Name	Committee	Cell	landline	Email
Amy	Hess	Kids' Clay	540-333-4289		<a href="mailto:claymasonstudio@gmail.com">claymasonstudio@gmail.com</a>
Anna	Bloomquist	Publicity co-	541-499-5217	541-664-1927	<a href="mailto:birdsbowlsandthings@gmail.com">birdsbowlsandthings@gmail.com</a>
Annie	Heron	Postering	541-335-9024	541-683-5683	<a href="mailto:annie@annieheron.com">annie@annieheron.com</a>
Beth	Johnson	Info Packs	541 517-9229	541 687-5968	bethjohnson007@comcast.net
Cathy	McGrath	Signage-Show trainee	541-517-0520		<a href="mailto:cjmcrath27@gmail.com">cjmcrath27@gmail.com</a>
Chris	Polich	Building	541-225-8743		madgoatpolich@gmail.com
Dawn	Craig	Security/Info	541 870-4469		firstblush@hotmail.com
Debbie	Christensen	Registrar	541 912-5398	541 461-4076	debbiecster@gmail.com
Dick	Graveline	Signage, Show	541-579-2500		<a href="mailto:ragraveline@msn.com">ragraveline@msn.com</a>
Faith	Rahill	Show Furnishings	541 514-8263	541 344-2100	frahill84@gmail.com
Faye	Cates	Registrar Trainee	831-435-6787		<a href="mailto:phasemail@gmail.com">phasemail@gmail.com</a>
Frank	Gosar	Graphics	541 543-7619	541 607-2708	fgosar@q.com
Gwen	Childs	Cash	541-441-4179		<a href="mailto:gchilds1@msn.com">gchilds1@msn.com</a>
Joe	Geil	Gallery Set-Up	541-953-1559		<a href="mailto:jpkgeil@gmail.com">jpkgeil@gmail.com</a>
Jon	King	Demos	541-224-4156		<a href="mailto:jonspots@gmail.com">jonspots@gmail.com</a>
Karen	Washburn	Secretary	541-799-4431	541 344-4686	karen.washburn@gmail.com
Laura	Wikane	CF Chair	541-337-0281		<a href="mailto:la.jackson01@hotmail.com">la.jackson01@hotmail.com</a>
Lee	Dwyer	Info Packs Trainee	415-577-3519		<a href="mailto:madpotterdwyer@yahoo.com">madpotterdwyer@yahoo.com</a>
Maria	Counts	Postering Trainee	760-421-8881		<a href="mailto:thewhisperinghouse@gmail.com">thewhisperinghouse@gmail.com</a>
Mariah	Williams	Gallery Display	432-386-2172		<a href="mailto:mariahrosa@gmail.com">mariahrosa@gmail.com</a>
Mark	Timmerman	Bulk Mailing Trainee	503-449-5216		<a href="mailto:Mudtoart@gmail.com">Mudtoart@gmail.com</a>
Matty	Maxwell	Publicity co-	541-915-8458		<a href="mailto:mattymaxwell@gmail.com">mattymaxwell@gmail.com</a>
Nicole	Hummel	Workshifts	818 917-2707		nicole.hummel@gmail.com
Nina	Fernstrom-Duong	Credit/Debit co-	541 510-2334		nina@rakufish.com
Robin	Russell Sanchez	Treasurer, LC	541 953-4370	541 687-1971	robinrussell1952@gmail.com
Sandy	Segna	Bulk Mailing	541 760-8569	541 753-9557	sjsegna@hotmail.com
Tea	Duong	Credit/Debit co-	541-556-9998		<a href="mailto:tea@teaduong.com">tea@teaduong.com</a>
Ted	Ernst	Signage, Booth	541 760-8729	541 753-9557	tedernstpottery@hotmail.com
Tracie	Manso	Sales Tags	541 870-8294	541 342-8213	<a href="mailto:tracie.manso@gmail.com">tracie.manso@gmail.com</a>
Windy	Adoretti	Webmaster	719-201-4743		<a href="mailto:windy@adoretti.com">windy@adoretti.com</a>
Ziggy	Blum	Sales Table, LC Prez	541 285-3906	541 683-2068	ziggyblum@q.com
		Bookkeeper			

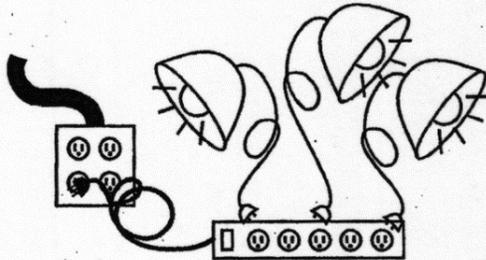
## ATTACHMENT B: ELECTRICAL CONNECTION REQUIREMENTS

The Fire Marshal requires that your lights and other electrical items be connected to the electricity in a specific way. If they are not properly connected, you WILL NOT be allowed to use them. All booths will be inspected.

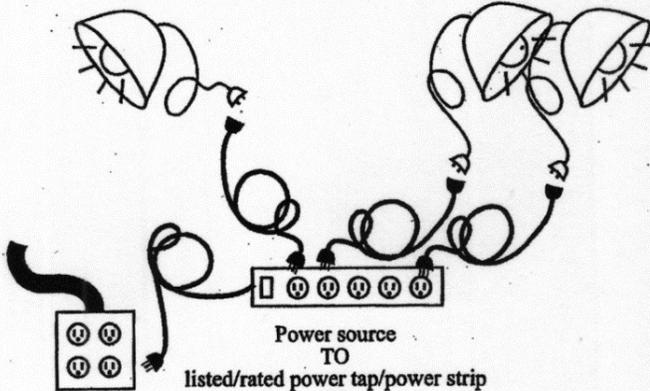
## OK!



Power source  
TO  
listed/rated extension cord (big, fat ones)  
(these are ok if they have a multi-plug end built in)  
TO  
lamp, or other electric item.

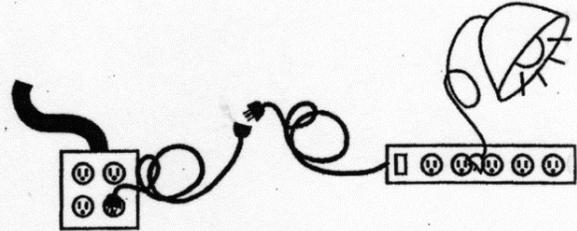


Power source  
TO  
listed/rated power tap/power strip  
TO  
lamp, or other electric item.

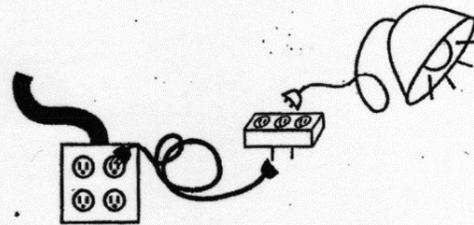


Power source  
TO  
listed/rated power tap/power strip  
TO  
listed/rated extension cord  
TO  
lamp, or other electric item.

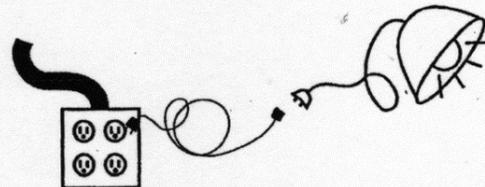
## NOT OK!



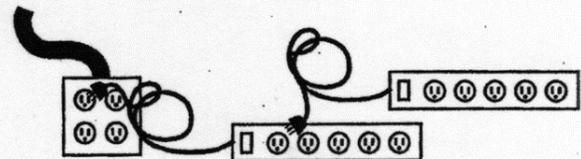
Extension cord TO power strip. Yes, we used to do it this way, but can't anymore!



Multi-plug adapter on an extension cord.



"Home" sized, little skinny extension cords of any kind at all anywhere.



Power strips plugged into each other.

Revised 2/28/07

## FRIDAY OCTOBER 13

	5:00 pm - 8:30 pm
<b>INFO DESK - GREETER</b>	Rhoda Fleishman
	Barbara Haddad
<b>GALLERY HOST</b>	Ted Ernst
	Nicole Hummel
<b>DOOR MONITOR</b>	Bonnie Stambaugh
	Lynn Latta
<b>SALES LINE HOST</b>	Cameron Power
<b>WRAPPING</b>	Elise Corin
	Teri Ferendorf
	Lee Dwyer
	Windy Adoretta
	Lobsang Gyatso
<b>CASH/CHECK SALES</b>	Ziggy Blum
<b>CREDIT/DEBIT SALES</b>	Mark Timmerman
	Candice Westberg
	Jayne Vineyard
<b>CREDIT/DEBIT/CASH SALES</b>	Sarah Root
<b>KIDS CLAY</b>	Amy Hess
	Laurie Morris
<b>DEMO (5-7 pm)</b>	Alissa Clark

# Work Shifts

## SATURDAY, OCTOBER 14

	10:00 am - 1:00 pm	1:00 pm - 4:00 pm	4:00 pm - 6:30 pm
<b>INFO DESK - GREETER</b>	Rhoda Fleishman	Victoria Todd	Annie Heron
	Vicki Reedus	Barbara Haddad	Dick Graveline
<b>GALLERY HOST</b>	Rebecca Arthur	Bob Hanson	Martin Kagan
	Debbie Christensen	Bonnie Stambaugh	
<b>DOOR MONITOR</b>	Nicole Brown	Lobsang Gyatso	Ted Ernst
	Chris Polich	Deb Babcock	Lynn Latta
<b>SALES LINE HOST</b>	Cameron Power	Diana Seals	None
<b>CASH/CHECK SALES</b>	Tracie Manso	Ziggy Blum	Michael Fromme
<b>CREDIT/DEBIT/CASH SALES</b>	Carly Anderson	Denise Meyers	One Less this Shift
<b>CREDIT/DEBIT SALES</b>	Don Clarke	Mark Timmerman	Hamish Jackson
	Holly Christensen	Candice Westberg	Alissa Clark
	Cathy McGrath	Ker Cleary	Teri Farendorf
<b>WRAPPING</b>	Elise Corin	Maria Counts	One Less this Shift
	Faye Cates	Windy Adorette	Lee Dwyer
	Sandy Segna	Allan Klueber	Denise Railsback
	Nancy Adams	Shelly Fredenberg	Dave Parry
	Laurie Morris	Louie Gizyn	Dave Winget
<b>SALES TAGS</b>	Beth/Karen	Karen Washburn	Clara Lanyi
<b>KIDS CLAY</b>	Amy Hess	Silence French	Zajack/Bloomquist
	Barbara Herman	Tabitha Busby	
<b>DEMOS</b>			
<b>10 A.M. - Noon</b>	Jayne Vineyard/ Sarah Root		
<b>Noon - 2 P.M.</b>	Frank Gosar		
<b>2 P.M. - 4 P.M.</b>	Tea Duong		
<b>4 P.M. - 6 P.M.</b>	Nicole Hummel		

## Work Shifts Sunday, October 15

	11:00 am -2:00 pm	2:00 pm - 5:30 pm
<b>INFO DESK - GREETER</b>	Vicki Reedus	Dave Parry
	Maria Counts	Faith Rahill
<b>GALLERY HOST</b>	Diane Seals	Zajack/Bloomquist
	Louie Gizyn	
<b>DOOR MONITOR</b>	Nicole Brown	Shelly Fredenberg
	Dave Winget	Martin Kagan
<b>WRAPPING</b>	Faye Cates	Sandy Segna
	Rebecca Arthur	Nancy Adams
	Laurie Kinder	Allan Kluber
	Barbara Herman	Annie Heron
<b>CASH/CHECK SALES</b>	Tracie Manso	Clara Lanyi
<b>CREDIT/DEBIT SALES</b>	Don Clarke	Cathy McGrath
	Tea Duong	Matty Maxwell
	Mariah Williams	Carly Anderson
<b>SALES TAGS</b>	Denise Meyer	Holly Christensen
<b>KIDS CLAY</b>	Joe Geil	Silence French
<b>DEMOS</b>		
<b>11:00 A.M. - 1:00 P.M.</b>	Hamish Jackson	
<b>1:00 P.M. - 3:00 P.M.</b>	Michael Fromme	
<b>3:00 P.M. - 5:00 P.M.</b>	Jon King	

# ATTACHMENT D: COMMITTEE ASSIGNMENTS

## POSTERING

Annie Heron, CHAIR

C. Westberg	A. Klueber	S. Root	A. Clark	C. Power	
B. Herman	L. Dwyer	L. Gizyh	M. Counts	L. Gyatso	

## BUILDING PREP

Chris Polich, CHAIR

F. Rahill	E. Corin	M. Timmerman	J. Vineyard	D. Clarke	
L. Wikane	V. Reedus	F. Cates			

## BUILDING SECURITY PATROL

Dawn Craig, CHAIR

L. Lynn	S. Fredenberg	N. Brown	B. Haddad	V. Todd	

## GALLERY SET-UP/TEAR DOWN

Joe Geil, CHAIR

GALLERY SET-UP	GALLERY TEAR DOWN
T. Farendorf	C. Anderson
N. Adams	C. McGrath
M. Kagan	D. Winget
D. Parry	H. Jackson
H. Christensen	

## SALES AREA

Ziggy Blum, CHAIR

Set-Up	Take Down
Zajack/Bloomquist	C. Lanyi

## GALLERY DISPLAY

Mariah Williams, CHAIR

Thursday 3-6 pm	Friday 9 am - noon	Set up Friday, 10 am - 1 pm	Tear Down
R. Arthur	D. Seals	B. Stambaugh	ALL
M. Fromme	S. French	R. Fleishman	
		L. Morris	