

CLAY FEST

2022

This will be the 22nd annual Clay Fest ceramics show and sale. Thank you for helping us with creating a successful show. To ensure a great experience at Clay Fest please read this packet. There are a lot of changes including no central check out. **You will be selling and wrapping in your booth.** Make sure you understand how the show runs. If you have questions, please contact the appropriate Committee Chair (listed below) before the show. Thanks ...

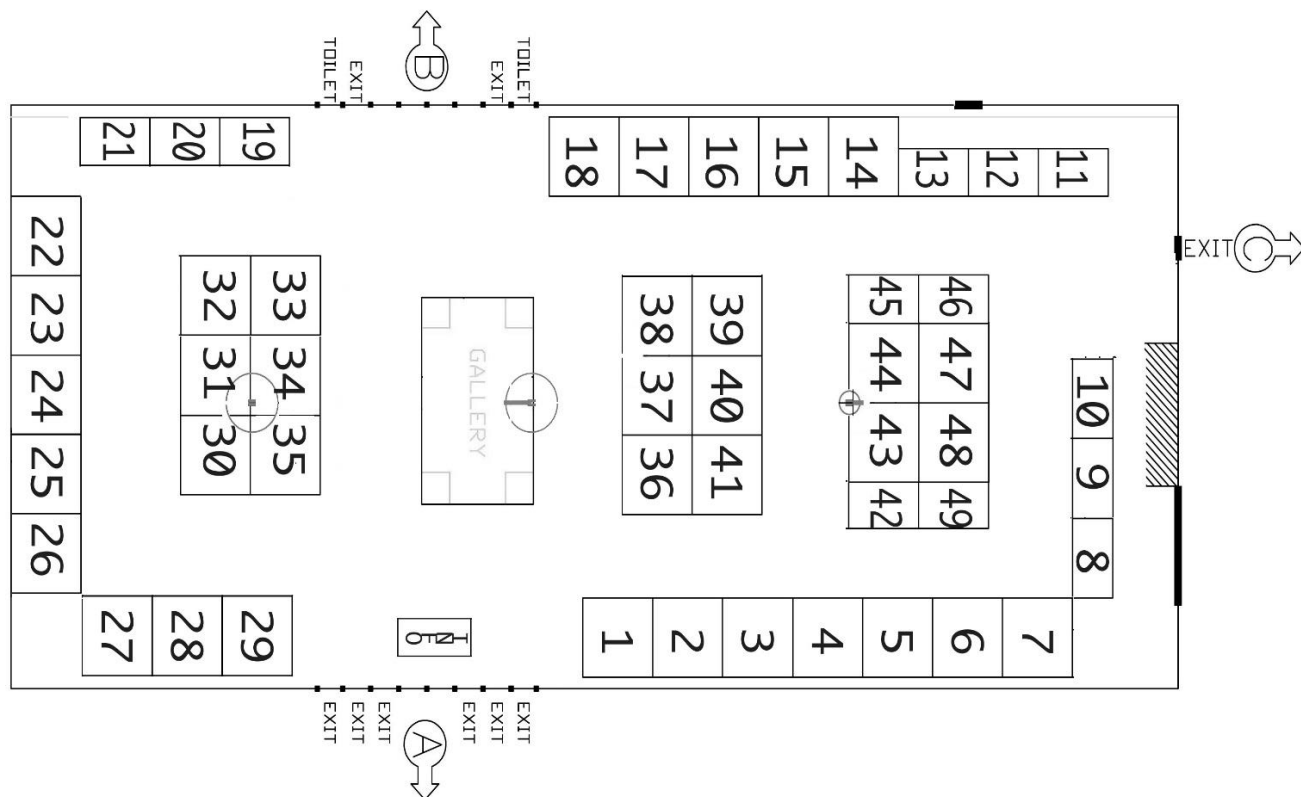
Clay Fest Schedule

Thursday, October 13		Saturday, October 15	
Noon - 9 PM	Booth set-up	8 AM-10 AM	Bldg. open for restocking
3 PM - 6 PM	Deliver Gallery pieces	10 AM -6 PM	Clay Fest OPEN
Friday, October 14		Noon	People's Choice Award
8 AM - 2 PM	Booth set-up (stock until 5 PM)	Sunday, October 16	
8 AM – 10:30	Deliver Gallery pieces	9 AM-11 AM	Bldg. Open For restocking
Noon(ish)	Pot Luck gathering	10 AM-5 PM	Clay Fest Open
1 PM – 4 PM	Gallery Awards Voting	5 PM-9 PM	Break down and load out
2 PM-3 PM	Fire Marshal Inspection		
3 PM - 5 PM	Booth Stocking		
5 PM - 8 PM	Clay Fest OPEN		
7 PM	Awards		

Committee Chairs/Contact People

Building Prep	Chris Polich	541-225-8743	building@clayfest.org
Cash	Beverly Curtis	503-724-2963	cashtreasurer@clayfest.org
Clay Fest Chair	Karen Washburn	541-344-4686	chairperson@clayfest.org
Credit/Debit	Nina Fernstrom Duong	541-510-2334	visa@clayfest.org
Credit/Debit	Tea Duong	541-510-2334	visa@clayfest.org
Demonstrations	Alissa Clark	503-957-5222	demo@clayfest.org
Gallery Display	Mariah Williams	432-386-2172	gallery@clayfest.org
Gallery Set Up	Joe Geil	541-953-1559	setup@clayfest.org
Graphics	Frank Gosar	541-607-2708	graphics@clayfest.org
Security/Info	Dawn Craig	541-870-4469	security@clayfest.org
Info Packs	Beth Johnson	541-687-5968	infopacket@clayfest.org
Kids' Clay	Amy Hess		kidsclay@clayfest.org
Mailing	Sandy Segna	541-753-9557	mailinglist@clayfest.org
Publicity	Michael McKinney		mailinglist@clayfest.org
Publicity	Claire Delffs	541-688-7405	publicity@clayfest.org
Postering	Annie Heron	541-335-9024	postering@clayfest.org
Registrar	Debbie Christensen	541-912-5398	registrar@clayfest.org
Sales Area	Tracie Manso	541-870-8294	sales@clayfest.org
Sales Tags	Ziggy Blum	541-285-3906	salestags@clayfest.org
Show Furnishings	Faith Rahill	541-514-8263	equipment@clayfest.org
Signage Booth	Ted Ernst	541-753-9557	signage@clayfest.org
Signage Banners	Sandy Brown	503-502-8854	signage@clayfest.org
Secretary	Hannah Themann	631-294-3164	secretary@clayfest.org
Webmaster	Merry Newcomer	541-870-7546	webmaster@clayfest.org
Work Shifts/Committees	Nicole Hummel	818-917-2707	workshifts@clayfest.org

Clay Fest Floor Plan



The Clay Fest floor plan (above) can also be seen on our webpage (www.clayfest.org). Our web page also lists all booth participants by booth number. Please note that we will try to keep it current as changes occur. The final map is available as hand-outs at the information table.

General Guidelines for Clay Fest

- **You will sell, wrap, or box your own work in your booth.**
- **Please bring some flattened boxes** to the Holding 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.
- Selling of seconds or selling work at a discount is not permitted.
- **Clay Fest has no 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 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 Info 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!
- **You may not change your booth location or add/delete/change booth partners without prior approval from the Registrar.**
- **There are specific, mandatory guidelines** for fire safety and electric wires and wiring. Please read **very carefully** and follow the directions in the sections **Fire Regulations** and **Electricity**.

FIRE REGULATIONS

All booths are required to have a fire extinguisher. The minimum size/type is a 2A10BC. Extinguishers must have a current inspection/service tag (serviced within the last 12 months), or your receipt, if your fire extinguisher is new. If you don't already have an extinguisher, you may be able to rent one from National Firefighter, 1574 West 6th Avenue, Eugene 97402 541-485-3566



2A10BC is the correct size

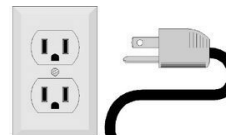
These are NOT ACCEPTABLE



- **No canopies** are 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.
- Artists are responsible for providing booth lighting. **Maximum** wattage per booth may total no more than **500 watts**.
- Electricity **MUST** use grounded (3-prong) commercial, heavy-duty cords, and grounded, fused power strips.
- 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 (541-485-3566)

ELECTRICITY

- **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 structure 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 !**



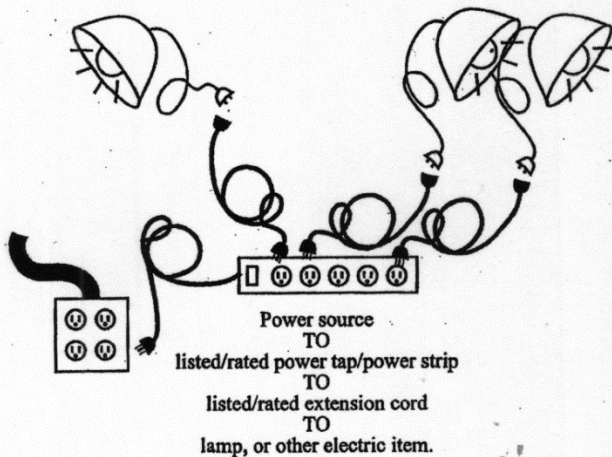
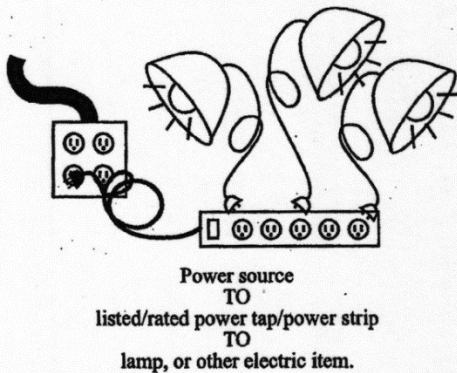
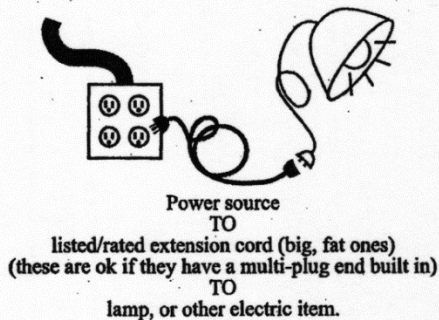
The diagrams on the following page explain the electrical connection requirements for setting up your booth. These are the only **APPROVED** methods of connecting your booth to the power supply. You **MAY ONLY USE ONE OF THESE THREE METHODS OF CONNECTION**. Also, please avoid wrapping extra electrical cord around pipe (in pipe and drape). This is unapproved by the fire marshal.

PLEASE read and understand the following electrical guidelines before you set up.

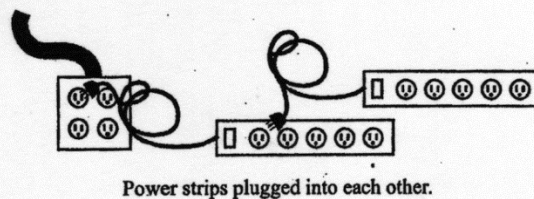
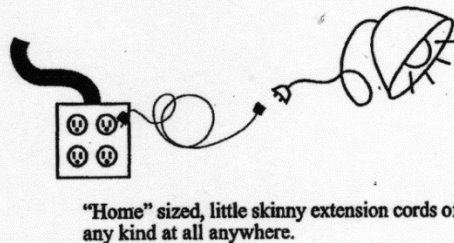
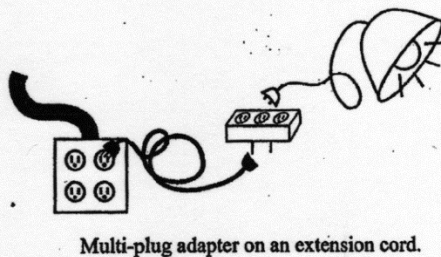
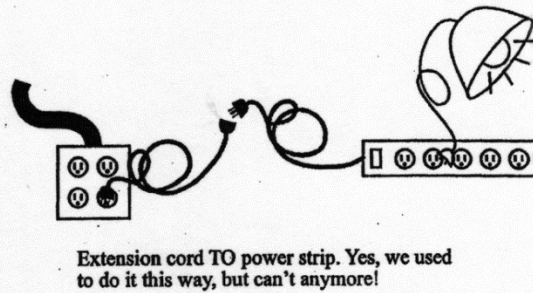
Important! Electrical Info!

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!



NOT OK!



Committee Work

- **All Clay Fest booth-holders who do not have a chair position are required to do Committee work. Check the Committee assignment sheets (attached), 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.
- 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 Clay Fest 2023.
- **Gallery Only participants** are not required to do committee work but are required to do a one-hour work shift during the show.

Work Shifts

- **ALL Steering committee members and Local Clay Officers are required to work three or four one-hour work shifts. Gallery Only participants are required to work a one, 1 hour shift.**
- **An additional 5% commission is assessed for each late or missed work shift**, without exception.
- **A missed work shift for Gallery Only participants** may affect eligibility for next year's Clay Fest.
- Participants are responsible for reporting on-time and performing work shifts, (with just a five-minute grace period).
- **Look over the work shift schedule** (attached), 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.
- **Gallery Host** duties include hosting the gallery. This includes greeting patrons, informing them of our program and taking purchases to the sales table.
- **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.
- **Check in and initial by your name on the master work shift list** located at the Info Table before you begin your work shift.
- Shift changes will be announced; however, it is up to you to be on time. Unless back-to-back shifts delay your shift change, you should be at your assigned work shift location five minutes before your shift begins.
- We often need extra help, so please consider offering to take on another work shift. Contact the Work shift Chair prior to or during the show to sign up for extra shifts.

Set-up and Tear-down

- **Check in at the Info Table immediately upon arrival** to get your **show materials**. These will include:
 - 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.
 - A name and number sign for your booth. Please display them in your booth.
 - Your voting ballots.
- There will be an informal potluck at noonish on Friday at the Holding area. Bring something to share, if you can, or just bring your own lunch. Please provide your own plates and utensils, also. This will be a time to relax, refuel, visit with your friends, and hear any brief announcements that need to be made.
- **Return name tags and booth signs** to the Info 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, but because the Home Show opens at 4 PM on Friday, parking and load-in/load-out may become more challenging. Please plan accordingly.
- 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, 9, and 10 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!

During the Show

- Access to the building during show hours will be through the front/main doors. Potters are permitted to use the back doors near the Holding area. These doors are not for public use, so 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.
- Security will only be provided on Friday during set-up. Security staff will wear canvas aprons with the CLAY FEST logo. For added safety, wear your nametag, and keep valuables stored out of sight. Keep vehicles locked at all times. Do not keep valuables in your vehicle.
- Please help by watching for people who don't belong in the building, before and after the show. To facilitate a more secure building please wear your Clay Fest name tag at all times.
- Anyone working your booth needs a Clay Fest name tag. If you have someone helping manage your booth pick up a Clay Fest name tag at the information table.
- If you need to step away from your booth get a neighboring potter or a helper to watch and sell your wares.
- Bring water for yourself! The only water available is in the rest rooms, so bring your own water and containers. We cannot visibly offer any food or drink.

Pricing and Labels

- **Use one white, removable label on each piece- Do not place over old labels—Please remove any old labels that do not include your name.** (We ask that you use Avery labels; it is the only brand that is easily removable.)
- **Use only these sizes:**
 - Round: 3/4" diameter (or very close to it)
 - Rectangular: 1" x 3/4" (or very close to it, e.g. 1/2 x 3/8)
- **Your full last name** (and first initial or first name, if you think someone else might have the same last name as yours) must be printed or stamped on the label. Use dark (black or blue) ink.
- 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.).
- If there are two prices on a pot, it will be sold at the lowest price. When placing labels on non-glazed surfaces, use tape or some other means to keep them attached.
- **Price in whole dollars**—do not use cents.
- Do not use inventory numbers on your price labels, as they might be mistaken for prices.
- **All sales are in your booth.**
- The cashiers for gallery pieces will remove your price labels as your work is sold and the labels are used to keep track of sales.
- If labels are illegible, or if sets are priced incorrectly, you may not receive proper credit, so take care writing your labels.
- If you have any questions about labeling your pieces, please ask either the Sales or CREDIT/DEBIT Chair before the show opens.

How to price sets:

Each piece gets one sticker. The sticker on one piece should have a white, removable price sticker with your name and the price of the entire set, and the number of pieces in the set.

The other pieces of the set should each have a sticker showing your name and the set-number of that piece (2 of 4, and so on).

Example:

NAME \$20 Set of 4	NAME 2 of 4	NAME 3 of 4	NAME 4 of 4
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Some Guidelines for A Safe Display

- Pedestals and shelves should be sturdy and should not wobble. Do not place displays directly against backdrops that back onto your neighbors' booth(s) or aisles.
- Fragile work should have signs informing customers how to handle it.
- Consider placement of work. Avoid spots that can easily be bumped, pieces placed too high for a customer to reach safely, etc.

The Gallery

- **Pieces must be delivered to the Gallery Check-In** on Thursday October 13th from 3 PM until 6 PM, or Friday October 14th from 8 AM to 11:00 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 adhesive price label** to each Gallery piece, with name and price (see directions previous page).
- Name and price are required; a title is optional. 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.
- **All participants** in Clay Fest are eligible and encouraged to **vote** for the award pieces. Awards will be given for Best Booth and Best of Show and second and third place. Voting will take place, after the Gallery is set-up, on Friday from 1 PM to 4 PM. Awards will be presented on Friday at 7 PM in the Demo area. In addition, there will be a People's Choice award voted on by our customers. Voting will take place during open hours on Friday and up until 11 AM on Saturday. This award will be presented on Saturday at 12 PM in the Demo area.
- **Clay Fest ends Sunday, October 16th 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.

Commissions

- At the end of the show, you need to calculate your sales for the show and bring the total to the information table to calculate your commissions.
- Commissions are 16%. Chair commission are 11%.
- **We need the commissions to run the show. All commissions must be paid in cash or with credit card at the close of show on Sunday, October 16th.**

Your Booth Space

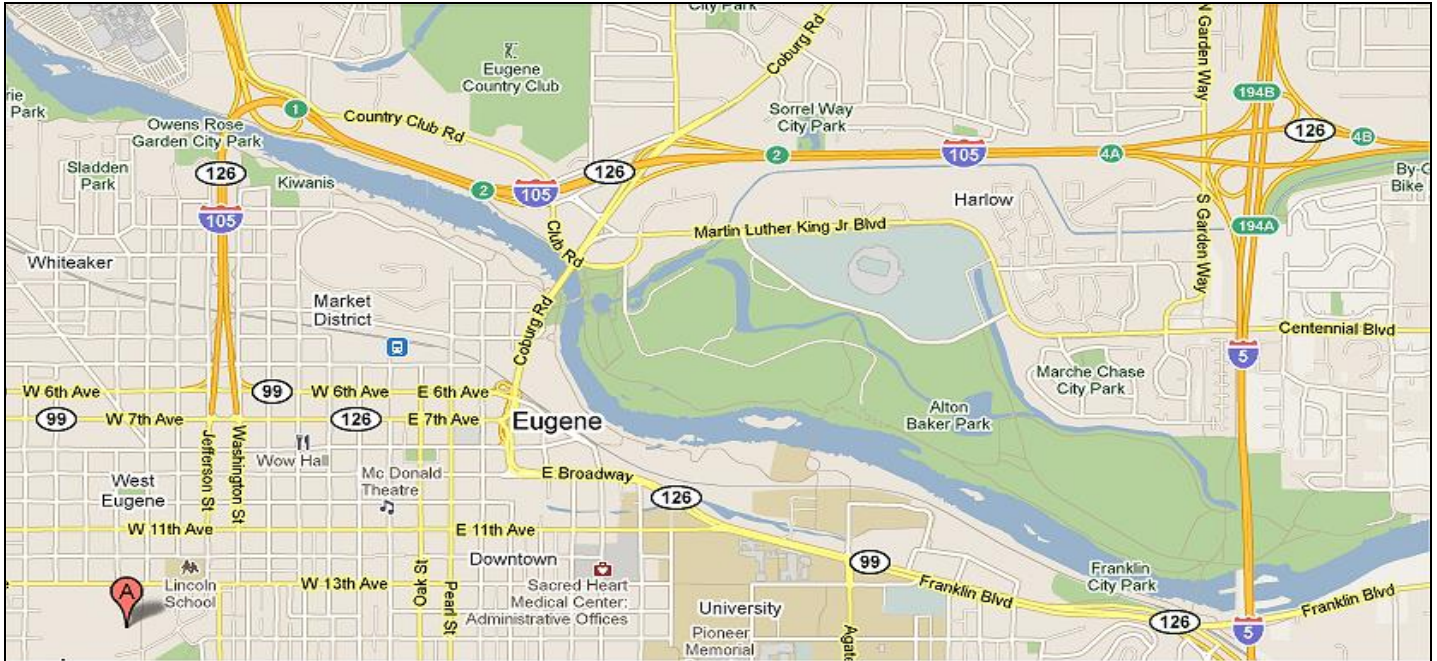
- A Full Booth is 10' x 10'; a Half Booth is 5' x 10'
- If you did not already do so, you can order pipe-and-drape through September 15th. To order, contact the Registrar. Cost is \$ 40 per booth. Payment needs to be made at the time of your order. Keep in mind that your neighbor might not order drape, or might be sharing the drape panels with you (if drape is the same color). This means there might be no empty space between booths where you can hide electrical cords, etc. You might want to get cords that are long enough for you to be able to hide your cords by attaching them along the length of the poles until they reach the floor, and then laying them along the floor until they reach your electrical outlet. Also realize you might need to shim your structures.
- **DO NOT PIN OR TAPE ANYTHING TO THE DRAPES.** The pipe-and-drape company will provide hooks for you to hang signage, photos, and the like. If there is any damage to a drape, it will cost you **\$50.00 per each individual panel damaged.**
- Tables and chairs can be ordered through September 15th. Contact the Show Furnishings Chair.
- 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.

ACCOMMODATIONS

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

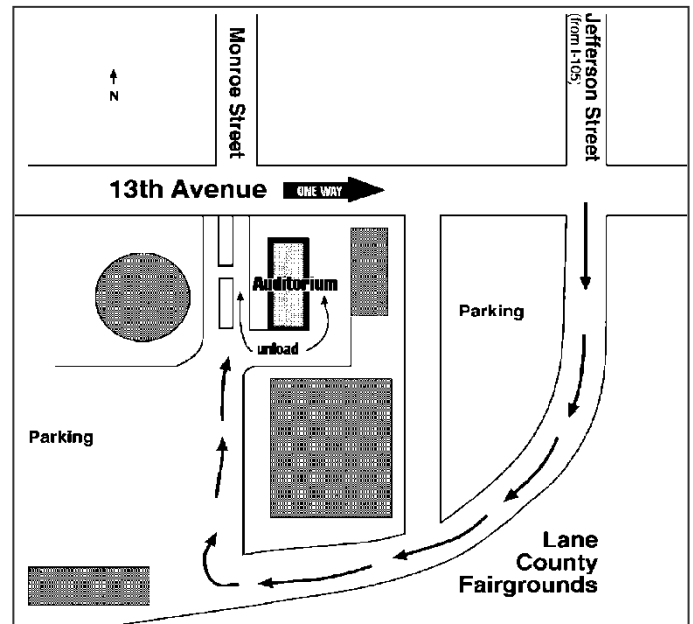
Annie Heron	annie@annieheron.com	2489 Emerald St.	541 335-9024	Email
Lee Dwyer	madpotterdwyer@yahoo.com	90541 Diamond Ridge	415 577-3519	Email or text
Michael Fromm	michaelfromm@msn.com	91884 Marcola Rd., Springfield	541 510-3472	Land line
Nadya Geras-Carson	badgertileworks@gmail.com	1087 N Park Ave.	541 221-6433	Email
Tracie Manso	tracie.manso@gmail.com	2966 Calla St.	541 870-8294	Either

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 13th into Fairgrounds
- Follow map to right to Auditorium unloading areas.



CLAY FEST 2022 COMMITTEES

POSTERING

Annie Heron, CHAIR

Alissa Clarke	Summer Brendlinger	Kat Franken	Nadya Geras-Carson	Nicole Brown	Bonnie Stambaugh
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BUILDING PREP

Chris Polich, CHAIR

Alan Kluber	Dick Graveline	Chere Todd			
Avie Meadows	Faith Rahill				

BUILDING SECURITY PATROL

Dawn Craig, CHAIR

Maria Counts	Dawn Craig				
Barbara Haddad	Linda Williams				
Dan Young					
Don Clarke					

GALLERY SET-UP/TEAR DOWN

Joe Geil, CHAIR

GALLERY SET-UP		GALLERY TEAR DOWN	
Shelly Fredenberg		Shelly Fredenberg	
Candice Westburg		Candice Westburg	
Dave Parry		Dave Parry	
Dave Winget		Dave Winget	

SALES and HOLD AREA

Tracie Manso, CHAIR

Set-Up		Take Down	
Lee Dwyer		Lobsang Gyatso	

GALLERY DISPLAY

Mariah Williams, CHAIR

Thursday 3-6 PM	Friday 8-11 AM	SET-UP FRIDAY 10 AM-1 PM	Tear Down
Rebecca Arthur	Gwen Childs	Faye Cates	ALL
Nancy Adams	Michael Fromme	Rosemary Tobiga	
		Diana Ryan	

CLAY FEST 2022 WORKSHIFTS

FRIDAY OCTOBER 14

Time	Gallery Host	Greeter	Hold Area	Information Desk
5:00 pm-6:00 pm	Joe Geil	Hannah Themann	Sandy Brown	Claire & Bill Delffs
				Tracie Manso
6:00 pm-7:00 pm	Bob Hansen	Alissa Clark	Sandy Segna	Frank Gosar
				Laure Wikane
7:00 pm-8:30 pm	Deb Christensen	Merry Newcomer	Allan Kluber	Ziggy Blum
			Michael McKinney	

CLAY FEST 2022 WORKSHIFTS

SATURDAY OCTOBER 15

Time	Gallery Host	Greeter	Hold Area	Information Desk
10:00 am -11:00 am	Chris Polich	Michael McKinney	Nina Fernstrom-Duong	Beth Johnson
11:00 am - Noon	Laura Wikane	Claire & Bill Delffs	Tracie Manso	Tea Duong
Noon – 1:00 pm	Merry Newcomer	Hannah Themann	Ziggy Blum	Amy Hess
				Allan Kluber
1:00 pm – 2:00 pm	Deb Christensen	Laura Wikane	Denise Myers	Frank Gosar
				Michael McKinney
2:00 pm – 3:00 pm	Sandy Segna	Annie Heron	Merry Newcomer	Nicole Hummel
3 :00 pm– 4:00 pm	Ted Ernst	Amy Hess	Nina Fernstrom-Duong	Claire & Bill Delffs
4:00 pm – 5:00 pm	Chris Polich	Faith Rahill	Tea Duong	Sandy Brown
5:00 pm – 6:30 pm	Joe Geil	Shelly Fredenberg	Ted Ernst	Alissa Clark

CLAY FEST 2022 WORKSHIFTS

SUNDAY OCTOBER 16th

Time	Gallery Host	Greeter	Hold Area	Information Desk
11 am - Noon	Ted Ernst	Alissa Clark	Tracie Manso	Nicole Hummel
Noon - 1:00 pm	Amy Hess	Hannah Themann	Tea Duong	Frank Gosar
1:00 pm -2:00pm	Deb Christensen	Nina Fernstrom-Duong	Ziggy Blum	Nicole Hummel
2:00pm –3:00pm	Joe Geil	Dawn Craig	Annie Heron	Faith Rahill
3:00 pm -4:00pm	Sandy Segna	Dawn Craig	Faith Rahill	Annie Heron
4:00pm -5:30pm	Chris Polich	Dawn Craig	Laura Wikane	Sandy Brown

	Wednesday	Thursday	Friday	Saturday	Sunday
8 am		<i>Pipe & drape installation continues</i>	Building opens Booth set-up Gallery intake	Building opens	
9 am			Gallery intake		Building opens
10 am	<i>Taping bldg [By Building Committee]</i>	<i>Gallery Set-Up [By Gallery Set-Up Committee]</i>	Gallery intake until 10:30	SHOW OPENS 10 am	
11 am	<i>Taping bldg [By Building Committee]</i>	<i>Gallery Set-Up [By Gallery Set-Up Committee]</i>			SHOW OPENS 11 am
12 pm	<i>Pipe & drape installation begins</i>	Booth set-up begins	Pot Luck noonish	Peoples' Choice Award--noon	
1 pm					
2 pm			Fire Marshal inspection Booth stocking		
3 pm		Gallery intake 3-6 pm			
4 pm		Gallery intake			
5 pm		Gallery intake	SHOW OPENS 5 pm		<i>Patrons leaving</i> Take-down begins
6 pm				<i>Patrons leaving</i>	
7 pm			Awards	Building locked	
8 pm			<i>Patrons leaving</i>		
9 pm		Building locked	Building locked		

Building open but no formal security patrol

Building Security Patrol hours

Show Open; Info Table/Door Monitor hours