

# 2017 CMAG SPRING SHOW APPLICATION

## Exhibitor Information (only your name and website will be made public)

Exhibitor Name(s): \_\_\_\_\_

Name of any person who will be helping you at you booth: \_\_\_\_\_

Business Name: \_\_\_\_\_

Name to use on all show signage and PR:  Exhibitor Name  Business Name

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_ Pinterest: \_\_\_\_\_ Instagram: \_\_\_\_\_

## Booth Preferences

**Booth Size:** Size is frontage, all booths are 6' deep and include 600 watts of electricity. The Layout committee will accommodate booth placement requests in the order applications are received and as space permits.

10ft. \$345  8ft. \$320  6'ft. \$295  4ft. \$270

**Preferred booth configuration:** \_\_\_\_\_ Front only \_\_\_\_\_ Corner \_\_\_\_\_ No preference

**Please place me near:** \_\_\_\_\_

This is the  first time  second time I am doing the CMAG Spring Show.

## Images and Artist Statement

Three images MUST accompany this application. Your application will not be considered complete until your images are received and you may miss out on the chance to be featured in the show's promotion efforts. Images must be representative of work to be sold and meet CMAG criteria.

Photos should be in jpg format with a minimum of 2400 pixels on the shortest side. Title your image files with your name and a brief description or image number (for example: joejeweler-silver-ring.jpg) Include the title and description of the image in your email (Or if sending a CD or print photos, on the reverse of this page.)

Email your images to [springshow@cmaguild.org](mailto:springshow@cmaguild.org) or include them (digital on CD preferred, but high quality printed photos will be accepted) along with this application. If they are too large to email, you may send them in individual messages, or use a free service such as [www.yousendit.com](http://www.yousendit.com).

Include a biography, artist statement, list of publications where you have been featured and/or other promotional statement about you and your work. We may feature you in our PR and advertising efforts. If you can, include a photo of you at work in your studio. Please email your materials to [springshow@cmaguild.org](mailto:springshow@cmaguild.org).

## Committee Choices

Please check the committees that you would prefer to work on to earn your volunteer hour commission discount. If you have any questions about what a committee does email it to [springshow@cmaguild.org](mailto:springshow@cmaguild.org). The Steering Committee reserves the right to assign workers as needed. Committee assignments will be sent out by late January.

- Advertising/PR** – Responsible for the design, printing, and distribution of postcards and posters including delivery of materials to meetings and service providers. Coordinates advertising and promotes event on social media channels.
- Charity Beneficiary** – Responsible for coordinating the donations for CASA (Court Appointed Special Advocates), including obtaining handcrafted beads from members and assembling neckpieces.
- Education** – Responsible for organizing and maintaining an education exhibit and demonstrations at the show as part of CMAG's stated purpose to educate the public about art and metal artists.
- Load in/out** – Responsible for coordinating and setup of CMAG displays, transportation from storage and return, and assisting with show logistics/layout as needed.
- Gallery** – Organizes and maintains the Gallery section at the show, including soliciting members to participate in the Gallery and arranging for staffing during show hours.
- Security** – Oversees show security for the CMAG area above and beyond any security for the Gathering of the Guilds.
- Signage** – Responsible for design, production and placement of all signage, including banners, easels, and sandwich boards, in and around show site. Producing and distributing name tags to the participants.
- Silent Auction** – Solicit member donations, set up and staff display, contact auction winners.
- Sponsorship** – Responsible for soliciting sponsors to help pay for show expenses.
- Treasury** – Responsible for helping the show treasurer collect and calculate commissions on sales receipts during the show, running the credit card machine, and sorting vendor envelopes after the show.
- Volunteers** – helping to find and coordinate volunteers to help with booth sitting, education demonstrations, and staffing the gallery and silent auction during the show.
- Where needed** – don't have a committee preference

For everyone and especially those of you outside the greater Portland area, there are several things you can do to earn hours including but not limited to; promoting the show on your social networking sites, writing a story/ press release about yourself that we can use on our websites and in the print media, traveling to and from committee meetings, and communications via the phone or email. If you will have someone helping you during the show, any hours they work at the Gallery, Silent Auction or booth sitting for other artists would count.

### Load-In

Because we are coordinating the load in with the other guilds, the exact load-in times may change but we will do our best to meet your needs. More information about load-in will be sent out before the show.

Load-in is on Thursday, April 20th. All load in MUST be completed by 8 p.m. Please indicate your preferred load in time slot:

- 10 a.m.-noon       noon-2 p.m.       2-4 p.m.       4-7 p.m

### Gallery

As a show exhibitor, you may place one piece in the gallery at no extra charge. (Requires a separate form, available in January.) Please indicate if you plan to place a piece in the gallery:  Yes  No

### Agreement

By signing this contract, I agree to abide by the Show Guidelines, Criteria and Display requirements. Committee chairpersons will be assigned by the steering committee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Emailed Applications

Send your completed application to [springshow@cmaguild.org](mailto:springshow@cmaguild.org). Checks must be mailed separately. We are not able to accept credit card payment for show fees at this time.

### Mailed Applications

If you are mailing your application please send it to:

Spring Show c/o Michele Lukowski 2923 SE Olsen St., Milwaukie, OR 97222

### Checklist

- Application form completed and postmarked by January 30th. Be sure to fill out all sections or your application will be considered incomplete.
- Check for booth fee made out to CMAG (**\$50 late fee applies after January 30**). *Note: If you are renewing your membership now, please write a separate check for membership dues as they go into a separate bank account.*
- Three high-quality images and a publicity statement emailed to [springshow@cmaguild.org](mailto:springshow@cmaguild.org) (or CD mailed with application)

Look for information regarding show committee assignments and more in your inbox in February. If you have any questions, please contact us at [springshow@cmaguild.org](mailto:springshow@cmaguild.org)