



2017 CMAG SPRING SHOW GALLERY

CALL FOR ENTRIES — Booth Holders

All CMAG Spring Show participants who have a booth may exhibit one piece of your work in the Gallery at no extra charge. The gallery is located in a prime area right at the entrance to the CMAG area and it's a great way to drive potential customers to your booth.

The purpose of the Gallery is threefold:

1. To showcase the wide range of our members' work for the public.
2. To allow members who don't have a booth to display their work.
3. To sell your pieces! (You may have not-for-sale pieces displayed if desired.)

SHOW HOURS: Friday April 21, 10 am - 7 pm,
Saturday April 22, 10 am - 6 pm,
Sunday April 23, 10 a.m.-5 p.m.

CONTACT: If you have questions regarding the Gallery, please contact Gallery Coordinator Sharon Smith via e-mail her at sharon.smith.metals@gmail.com (preferred) or by phone at 814-450-4636 (text or call)

CMAG GALLERY POLICIES

- ♦ All work must conform to the CMAG show criteria guidelines and will be reviewed by the Steering Committee. (See criteria in the main show application.)
- ♦ The Gallery will handle all sales for you. A 20% commission will be taken on any work sold in the Gallery. The commission will be reduced to 15% for those who staff the Gallery for at least three hours during the show.
- ♦ We would very much appreciate having you sign up to staff the Gallery. The Gallery's hours of operation are the same as the main show (see above). Please be a few minutes early for your scheduled shift so you can receive instructions.
- ♦ While all work will be handled with the utmost care and Gallery volunteers will take strict precautions to safeguard your work during the show, CMAG nor the volunteers assume no liability for theft or damage.
- ♦ **SUBMIT YOUR INFORMATION PRIOR TO THE DAY OF THE SHOW.** Friday morning before the show opens is an extremely busy time for everyone. Submitting your information to the Gallery Coordinator prior to that morning will make things go much more smoothly. This also allows the Gallery to have proper labels for your work.
- ♦ You can return the form one of two ways. You can e-mail a copy of this form to the Gallery Coordinator at sharon.smith.metals@gmail.com Be sure to bring your \$50 entry fee with you when bring in your pieces. You may also mail the form with the \$50 fee to the Gallery Coordinator at the below address.

Spring Show c/o Sharon Smith
927 NE 109th Ave
Portland, OR 97220

DROPPING OFF & PICKING UP OF YOUR WORK:

All Gallery pieces must be submitted no later 9:00 am on Friday, April 21st. The first day set-up of the Gallery is our biggest time crunch, so please be prompt, bring your pieces and **completed** paperwork, and check it in with a Gallery volunteer.

All unsold Gallery pieces must be picked up on Sunday, April 23rd by 5:00 pm at the end of the show. Alternative arrangements may be possible if prior arrangements are made with the Gallery Coordinator. You may have someone else pick up your work for you but you must designate who on your form.

WHAT YOU MUST BRING TO US:

- ♦ Your piece of metalwork in good condition. Sculptures need to be stable and safe.
- ♦ Price tag or label attached with RETAIL price, your name, and pertinent information about materials.
- ♦ Enclosed contract completely filled out and \$50 entry fee, if not previously submitted.
- ♦ Box, fabric bag or some point-of-sale container that the piece can be put in when it is sold.
- ♦ Your business cards and information about yourself and your work, such as your artist's statement. The Gallery will provide name signs and display props (alert us to special situations).

WHAT HAPPENS TO YOUR PIECE EACH NIGHT?

- ♦ The Gallery will be staffed during show hours, and all work will be removed each night. Gallery exhibitors are responsible for collecting their work each night after the show closes and for returning it again the next morning before the start of the show.
- ♦ Return your piece to the Gallery each morning when you arrive and check it in before the show opens. Please be prompt as we have many pieces to set up in a short period of time.
- ♦ You may arrange to have another show participant pick up or deliver your work. Please ensure that you have provided the Gallery staff with that individual's name on your Gallery Contract form.

Deadline for entry: Wednesday, April 19, 2017

2017 CMAG SPRING SHOW GALLERY CONTRACT — Booth Holders

Please print legibly.

Artist Information

Name: _____ E-mail: _____

Business Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Booth Number (If you know. We can get this at the show if needed): _____

Piece Information

Type of Item: (*sculpture, necklace, bowl, etc*) _____

Title: _____

Retail Price: \$ _____

Metals: _____

Stones: (*size, weight, treatment, etc*) _____

Other Materials: _____

Construction Techniques: _____

Dimensions: (*including display*) _____ height, _____ width, _____ depth

Check one: One-of-a-Kind Limited Edition Multiples

Care Instructions &/Or Additional Information: (*e.g.: Can ring be sized? Charge for this? Sculpture OK for outdoors? etc*) _____

_____ I, or (please designate) _____ will sign in and out this piece every day. I understand that I am liable for any damage to or loss of my piece that may occur.

_____ I will leave my large sculpture installed for the duration of the show. I understand that I am liable for any damage to or loss of my piece that may occur.

SIGNATURE: _____ **DATE:** _____

For Administrative Use Only:

April 21, 2017		April 22, 2017		April 23, 2017	
<input type="checkbox"/> IN	<input type="checkbox"/> OUT	<input type="checkbox"/> IN	<input type="checkbox"/> OUT	<input type="checkbox"/> IN	<input type="checkbox"/> OUT