

# CMAG JEWELRY AND METAL ARTS SHOW & SALE

## APRIL 27, 28 & 29, 2018

**NOTE:** Our show runs differently from most, so please read the entire application closely. Also, some things have changed from previous years. Changes are noted. If you have any questions contact us at [springshow@cmaguild.org](mailto:springshow@cmaguild.org)

### SHOW INFORMATION

**SHOW DATES:** April 27, 28 & 29, 2018

**LOCATION:** Oregon Convention Center, Hall A, Portland, Oregon

**SHOW HOURS:** Friday, 10:00 a.m. to 7:00 p.m.  
Saturday, 10:00 a.m. to 6:00 p.m.  
Sunday, 10:00 a.m. to 4:00 p.m.

**SET UP:** Wednesday, April 25th, 2 p.m. – 4 p.m. (vehicles allowed in hall)  
Thursday, April 26 - 10:00 a.m. to 8:00 p.m. (load-in time slots will be assigned)

**BREAK DOWN:** Sunday, April 22 - 4:00 p.m. to 10:00 p.m.

**APPLICATION AND PAYMENT DEADLINES:** All applications with payment must be postmarked by February 20, 2018. Applications received with a postmark after February 20th will be put on a waiting list and confirmed on a first come first served basis as booths become available. Applications sent after February 20, 2018 are subject to a \$50 late fee.

#### SUBMITTING APPLICATIONS:

- ♦ Submit an application form on-line, by email, or postal mail
- ♦ Submit additional application materials by email.

**PLEASE NOTE:** We are unable to accept online payments for the Spring Show at this time. Payment must be made by check and sent to the address below.

#### SPRING SHOW APPLICATION ADDRESS:

Spring Show c/o Valerie Graham, 4404 SE 64th Ave, Portland, OR 97206

**SPRING SHOW EMAIL:** [springshow@cmaguild.org](mailto:springshow@cmaguild.org)

**APPLICATION COMPLETION:** Please note that booth fees and 3 or 4 photographs of your work MUST accompany your application. If your application package is not complete, it will not be considered received. Artists whose applications received after February 15th will not be able to be included on show literature due to printing deadlines.

**PHOTO GUIDELINES:** Photos should be in .jpg format with a minimum of 2400 pixels on the shortest side. Title your image files with our 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.) If images 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).

**PERSONAL BIO:** 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).

**GUILD MEMBERSHIP:** Remember that you must be a CMAG member to participate in this show. Your application will not be accepted until your membership for the 2017-18 year is paid in full. Membership fees go to a separate bank account so if you are including your membership application fee, please write a separate check. You can also renew on the website.

**REFUND POLICY:** If an artist cannot participate and drops out of the show, they must notify the steering committee in writing (email is OK) and a refund will be issued according to the following dates. The steering committee reserves the right to review and refund all or portions of the booth fee if extenuating circumstances have occurred.

**REFUND DEADLINES:**

- ♦ 100% refund if cancellation is received before February 28, 2018.
- ♦ 50% refund if cancellation is received between before February 28 and March 20, 2018.
- ♦ No refunds after March 20, 2018.

## VOLUNTEER COMMITTEES

- ♦ **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 neck-pieces.
- ♦ **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.
- ♦ **GALLERY** – Organizes and maintains the Gallery section at the show, including soliciting members to participate in the Gallery and arranging for staffing during show hour
- ♦ **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, 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 sh.
- ♦ **WHERE NEEDED** – doesn’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 also counts towards your volunteer hours.

# SHOW GUIDELINES

For nearly 20 years, CMAG's Spring Show has been our guild's primary venue for outreach and education about the metal arts to the general public. All CMAG members who are current on their dues and whose work meets the show criteria will be accepted into the show. If you are participating for the first or second time, you will be contacted by the steering committee for a review to make sure the work you will be selling complies with the following criteria.

**CRITERIA:** Display requirements are set by the CMAG Criteria Committee, and approved by both the Jewelry and Metal Arts Show Steering Committee and the CMAG Executive Board. Any exhibitor violating the display requirements will be asked to remove the items in question.

Failure to comply with this request may result in the exhibitor forfeiting the privilege of participating in future shows and/or being asked to leave the current show.

- ♦ All work displayed at this show must be of the artist's original design and substantially manufactured by the artist. Work that has been designed on paper only by the artist, but with no subsequent hands-on work by the artist is not acceptable.
- ♦ Since CMAG is a metal arts organization, there must be some creative metal work by the artist in each finished piece displayed.
- ♦ No more than 15% of the total number of pieces on display may be unfinished work, such as wax models, or renderings with loose stones.
- ♦ Beads, including pearls, may be sold if they are connected by handmade metal linkage, i.e. wire wrap, twisted wire, handmade jump rings, handmade clasps, etc. However, they must not comprise more than 15% of the total number of items in the display. Beads or pearls that support the artist's creative metalwork are exempt.
- ♦ "Understock" can be sold, but not displayed alone in the artist's case, unless it is incorporated with the artist's creative metal work. Examples of understock include: loose stones, unstrung pearls or beads, strung pearls or beads with commercial clasps, commercially purchased band rings and stud earrings, commercial chains or findings such as ear nuts. Understock items may be used as sales enhancers only. When sold, CMAG collects a commission on these sales.
- ♦ Display props such as stones, crystals and mineral specimens cannot be for sale.
- ♦ Displays should not be hazardous to the client community.
- ♦ Sculpture pieces that are top heavy presenting a tip over hazard are not acceptable.
- ♦ Pieces with sharp protrusions or sharp edges should be displayed in such a manner as to eliminate or minimize risk of injury.
- ♦ The following may neither be displayed nor sold in the CMAG Show Event:
  - ♦ Work assembled from commercially manufactured parts. Examples include: commercially manufactured band rings with a commercial head soldered on, or commercially available decorative elements such as charms, etc., attached to a bracelet, earrings or necklace.
  - ♦ Pieces cast from commercially-available wax models.
  - ♦ Totally non-metal jewelry such as gemstone rings or bracelets, or jewelry made from non-metal materials.
  - ♦ Commercial findings such as pin backs, chains, heads, ear backs, etc. are acceptable on handmade pieces.

# BOOTH FEES AND REQUIREMENTS

**EXHIBITORS:** There are four booth widths you can choose from: 10 feet, 8 feet, 6 feet and 4 feet. All booths are 6 feet deep and include 600 watts of electricity at no extra cost. This show has an open format, there will be no side walls between booths. There will be a place to store boxes and carts during the show.

**NOTE:** *Booth prices have increased this year due to an increase in rental costs.*

You must provide all your own display cases, fixtures and lighting. Tables and chairs can be rented from our decorators for a fee. Flammable materials, i.e., table covers, draperies, etc., must be flame-proofed in accordance with Oregon Convention Center and Fire Marshall guidelines.

Business partners sharing a tax ID number and filing a single tax return, including spouses in business together, pay one booth fee.

**EMERGING ARTISTS (NEW):** Emerging Artists have a 2 feet long display case provided to them, with lights provided. You will provide your own displays. Chairs can be rented from our decorators for a fee. You are also required to volunteer for a minimum of 4 hours on one of the volunteer committees.

**ARTIST ATTENDANCE:** The artist should be with his/her work a majority of the time, and must remain for the duration of the show. Commercial representatives or agents are not allowed to represent an artist's work. While spouses, family members and/or employees may assist during the show, they may not be the sole representatives present during the show. Some booth sitters will be available on a limited basis.

**WAITING LIST:** Space is limited. Once all available spaces are filled, a waiting list is established and space is offered on a first-come first-served basis. The artist has the option of passing on the offered space and retaining his/her position on the waiting list. The artist may not sell space to another artist.

**PLEASE NOTE:** *Booth space will not be assigned until all of your application items are received. If your application is not complete at the time of receipt by CMAG, you will also be placed on the waiting list, and another artist may receive their booth assignment before you.*

## COMMISSIONS AND WORK COMMITTEES (VOLUNTEER HOUR FULFILLMENT)

In addition to the booth fee, there is a commission on all sales made at the show. Please note that commissions are only taken on sales that exceed your booth fee. For example, if you had a 4 foot booth whose fee is \$270, and you made \$1,270 at the show, you would only be charged a commission on \$1,000.

The only way we can make this show happen is if all of the participants help with the workload. The more hours you work, the lower your commission rate will be. Only work done specifically to help produce and promote the Spring Show can be counted.

You must keep track of how many hours you put in and fill out a work-hours sheet so the show treasurer knows what percentage to charge you. The sheet must be signed by a steering committee member or work committee chairperson at the end of the show. Any participants not turning in a signed sheet will be charged the highest rate.

## COMMISSION RATES

The regular commission rate for sales that exceed your booth fee is 30%. Your volunteer work hours allow you to decrease your commission rate by up to half.

**NOTE:** *the work hours to commission discount rate changed in 2016.*

For every volunteer hour logged, the commission rate decreases by 1%, up to a maximum discount of 15% (in other words, a minimum commission of 15%). For instance, if you put in 1 hour of volunteer time, your commission rate will decrease from 30% to 29%, if you put in 8 hours your commission rate will decrease from 30% to 22%, etc. Committee chairpersons automatically qualify for the 15% rate.

## POSTCARDS

Postcards will be available for pick-up at the March 20th general meeting. If you can't come to the meeting and would like postcards, contact the PR committee and arrangements will be made to send some to you. A digital version of the postcard will be sent out for your Internet marketing needs.\

**NOTE:** *Your list will be permanently added to the CMAG list for all future shows.*