

# Northwest Jewelry and Metal Showcase CMAG Spring Show 2024

## April 19, 20 & 21

*NOTE: Our show runs differently from most, so please read the entire application closely. If you have any questions, contact the Chair of the Spring Show Steering Committee at [madeleine@madeleinemoore.com](mailto:madeleine@madeleinemoore.com).*

**SHOW DATES:** April 19, 20 & 21 2024

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

**SHOW HOURS:**

Friday, 10:00 AM – 7:00 PM

Saturday, 10:00 AM – 6:00 PM

Sunday, 10:00 AM – 4:00 PM

**GUILD SET UP:** Wednesday, April 17, 2 PM – 8 PM

**INDIVIDUAL ARTIST SET UP:** Thursday, April 18, 10:00 AM – 8:00 PM

**BREAK DOWN:** Sunday, April 22, 4:00 PM – 10:00 PM

**APPLICATION AND PAYMENT DEADLINES:** All applications with payment must be submitted online by 11:45 PM on February 14, 2023. Applications will be confirmed on a first come, first served basis. Applications sent after February 14 will be waitlisted.

**SUBMITTING APPLICATIONS:** Applications are made on the CMAG website. Registration opens January 6. Photos must be submitted via email at the same time.

**APPLICATION COMPLETION:** Please note that booth fees and a profile photo as well as 4 photographs of your work **MUST** accompany your online application. These images are used on [www.cmagshow.com](http://www.cmagshow.com) to increase your representation.

**PHOTO GUIDELINES:** Photos should be in .jpg format with a minimum of 1920 pixels on the longest side. Title your image files with your name and title of work (for example: joejeweler-silver-ring.jpg). One of the images of your art work needs to be square 1920 x 1920 pixels; this square image will be used to show your work on the front page of our CMAG website. The profile photo should be a chest with head shot with aspect ratio 4:5 (vertical). Example: 800 x 1000 pixels. Please email your images to [madeleine@madeleinemoore.com](mailto:madeleine@madeleinemoore.com). If you already have images on cmagshow.com and you want to keep them, you do not need to provide us with new ones – but let us know in your email!

If you would like to be considered for GotG promotional material, please email Madeleine a single 300 dpi image, file size minimum 1 MB, by January 25. This is not mandatory.

**PERSONAL STATEMENT:** Include an artist statement of 250 characters. We may feature you in our PR and advertising efforts. If you already have an artist statement on cmagshow.com and want to keep it, just enter “as is” into the artist statement field during the application process.

**GUILD MEMBERSHIP:** Remember that you must be a CMAG member to participate in this show. Your application will not be accepted until your membership is paid in full. You can renew your membership on the CMAG website if needed. This will be separate from the show application.

**REFUND POLICY:** If an artist cannot participate and needs to drop out of the show, they must notify the SSSC Chair via email 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 by February 14, 2024.
- ❖ 50% refund if cancellation is received between February 15 & and 11:45 PM on March 15, 2024.
- ❖ No refunds after April 15, 2024, unless it is an emergency situation or our show is canceled due to Pandemic Rules and Regulations.

## **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 may 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.
- ◆ Since CMAG is a metal arts organization, there must be some creative metalwork 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.
- ◆ Commercial findings such as pin backs, chains, heads, ear backs, etc. are acceptable on handmade pieces.
- ◆ 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 not be displayed nor sold in the Spring Show*

- ◆ Work assembled from commercially manufactured parts. Examples include: commercially manufactured band rings with a commercial setting 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.

# Spring Show Steering Committee

**CHAIR:** Madeleine Moore

**TREASURER:** Barbara Covey

**PUBLICITY:** Mary Wong

**SHOW SET-UP:** Tai Vautier

**SHOW SERVICES:** Kathleen Baker

## Booth Fees & Requirements

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

Artists must stay in the footprint of their booth. There may be booths on either side of you. If you need an entry or exit point this must be accounted for within your own booth space. Please do not purchase a 6 foot booth if you plan to have a 6 foot table as this does not allow you an exit or entry point within your own space. It is your responsibility, not CMAG's or your neighboring artists', to ensure space for an exit.

You must provide all your own display cases, tables, fixtures and lighting. 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.

**MICROBOOTH:** Participating artists have an 18-inch display case with lights provided. You will provide your own displays. You are also required to volunteer for a minimum of 6 hours on one of the volunteer committees as well as 4 hours during set up prior to the show. These hours will count toward a lowered commission rate of 10% for all microbooth participants.

**ARTIST ATTENDANCE:** The artist should be with his/her/their 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 & Work Committees

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 booth costing \$400, and you made \$1,400 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 your committee Chair at the end of the show. Any participants not turning in a signed sheet will be charged the highest rate.

## Volunteer Committees

- ❖ **TREASURY** – Responsible for helping the show treasurer collect and calculate commissions on sales receipts during the show, and sorting vendor envelopes after the show.
- ❖ **SPONSORSHIP** – Finding and maintaining sponsors for the show.
- ❖ **NEW PARTICIPANT ORIENTATION** – Responsible for reaching out to participants and providing information about the show, answering questions, and doing a criteria check during the show.
- ❖ **PUBLICITY AND ADVERTISING** – Adding the show to event listings, producing digital graphics and print material to promote the show, putting up posters, handling social media.
- ❖ **SIGNAGE** —Responsible for design, production and placement of all signage, including banners, easels, and sandwich boards, in and around the show site. Producing and

distributing name tags to the participants.

- ❖ **LAYOUT** – Taping booth outlines for each artist booth print.
- ❖ **LOAD IN / LOAD OUT** – A team of strong bodied folks to help us load in necessary items from the CMAG storage unit into a truck or U-haul to be loaded into the Convention Center before the show and back to the storage unit after the show.
- ❖ **GOTG GALLERY** – Gathering artists' work for the Gathering of the Guilds shared gallery area and getting it back to them at the end of each day.
- ❖ **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.
- ❖ **BOOTH SITTING AND VOLUNTEERS** – This is a task best suited for friends and family (remember, their hours will count as yours when commission is calculated). Booth sitters will walk the show and provide artists with short breaks.
- ❖ **HOSPITALITY** – Creating a snack buffet with coffee and tea; includes purchasing snacks with Spring Show funds. Please keep all receipts to be handed over to the treasurer for refund.

## Commission Rates

The regular commission rate for sales that exceed your booth fee is 25%. Your volunteer work hours allow you to decrease your commission rate down to 10%. Committee Chairs receive an automatic 8% commission rate.

For every volunteer hour logged by non-committee leads, the commission rate decreases by 1%, up to a maximum discount of 15% off the standard 25% commission rate. For instance, if you put in 1 hour of volunteer time, your commission rate will decrease from 25% to 24%, if you put in 8 hours your commission rate will decrease from 25% to 17%, etc.

## Postcards

We will send artists digital postcards to use for marketing; physical postcards will be mailed to the CMAG mailing list and distributed to artists. The Gathering of the Guilds will also send out physical postcards.