

CMAG Spring Show 2019

April 26, 27 & 28 2019

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*

SHOW DATES: April 26, 27 & 28, 2019

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 24th, 2 p.m. – 4 p.m. (vehicles allowed in hall)

Thursday, April 25 - 10:00 a.m. to 8:00 p.m. More information about load in times will be sent with your exhibitor package, including parking information.

BREAK DOWN: Sunday, April 28- 4:00 p.m. to 10:00 p.m.

APPLICATION AND PAYMENT DEADLINES: All applications with payment must be submitted ONLINE by March 15, 2019. Applications will be confirmed on a first come first serve basis. Applications sent after March 15, 2019 are subject to a \$50 late fee.

SUBMITTING APPLICATIONS:

- Submit an application form ONLINE ONLY! CMAG will NOT be accepting paper applications this year!

SPRING SHOW EMAIL: springshow@cmaguild.org

APPLICATION COMPLETION: Please note that booth fees and 3 photographs of your work MUST accompany your application.

PHOTO GUIDELINES: 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)

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.

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 2018-2019 year 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 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 March, 2019.
- 50% refund if cancellation is received between before March 1 and March 30, 2019.
- No refunds after March 30, 2019.

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.
- 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 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.

Booth Fees and Requirements

EXHIBITORS: There are multiple booth widths you can choose from. 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.

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 or your neighboring artists to give you extra space for an exit.

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: 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 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 Emerging Artists.

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

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 6 foot booth whose fee is \$325, and you made \$1,325 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.

Volunteer Committees

- **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.
- **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.
- **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 show.
- **SNACKS** – Responsible for purchasing healthy snacks/ Coffee and setting them up in the morning. Brews more coffee as needed/ cleans coffee pots at the end of the day.

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 by up to 15%

NOTE: the work hours to commission discount rate has changed in 2019.

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 10%). 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 be sending artists Digital Postcards to use for their marketing needs. The Gathering of the Guilds will be sending out physical postcards. We will provide artists with these postcards at a future CMAG meeting.