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|  | **SHOW INSTRUCTIONS:** **2024 Guest Jewelers** |

**SHOW LOCATION:** Miller Hall, World Forestry Center, 4033 SW Canyon Rd., Portland, OR

**SHOW DATES/HOURS: Thursday**, October 3rd 9 am – 8 pm **Load-In and Set-Up**

 **Friday**, October 4th 10 am – 6 pm

 **Saturday**, October 5th 10 am – 6 pm

 **Sunday**, October 6th 10 am – 4 pm

**SHOW PACKETS:** You will find show documents at [www.local14.org/artist-info/](http://www.local14.org/artist-info/) then click on Guest Artist Info’ and download the applicable files to create your own Show Packet. The password is ArtParty. Please email the Guest Artist Liaisons (email below) if you need a printed copy of the packet.

**LOAD-IN and LOAD-OUT: Load-In/Set-Up is scheduled for Thursday, October 3rd from 9am - 8pm**. Jewelers will be responsible to tape off all artists spaces and therefore need to arrive promptly at 9:00 am.

You may deliver your display props to the back door of Miller Hall by driving up the road south of Miller Hall between the hall and the adjacent small parking lot. Access to the front door of Miller Hall is now restricted by an arch, so be prepared to cart your work up if you go that way. Your personal set up can begin after the spaces are taped off and general show set up tasks are complete. Jewelers are encouraged not to leave their jewelry unattended. Your work should be placed in your display each morning before the show begins and it is recommended that you take it home each evening.

**Load-Out will begin at 4:00pm on Sunday, October 6th** when the show closes. Instructions will be passed out during the show. Jewelers will be given a Sales Record Instruction sheet and envelope to hold receipts. At the close of the show they write a check for their 25% commission to be collected by the treasurer. Please complete this form before taking down your display.

**CONSIGNMENT AGREEMENT and INVENTORY LISTS (due at load-in/check-in):** After loading in your props, please check in with the Guest Artist Liaisons (GALs), Janis Childs or Carli Schultz. There will be a check-in area near the back door of Miller Hall’s main room. Your signed Guest Artist Consignment Agreement and the optional Inventory List(s) are required at check-in. LOCAL 14 does not accept artwork without your signed Consignment Agreement and Inventory List(s) or Consignment Addendum.

**WORK SHIFT SIGN UP:** Guest artists have agreed to work 6 hours at the show. **Jewelers** whoneed to be with their work throughout the show work the 6 hours during set up and load out. Personal booth set up does not count toward the 6 hours. If you are unable to work on the floor for taping at 9:00 am, please contact the Jeweler Liaison (listed below) for other work options. If you have your own booth sitter a portion of your work hours may be worked during the show.

**SALES CHECK-OUT:** Jewelers will be handling their own sales, however all other art at the show is run with central cashier and wrapping areas. Jewelers will receive a 3-part Receipt Book and Sales Record sheet at the show. Jeweler’s booths should not be left unattended. Booth sitters are available for short breaks during the show.

**HOSPITALITY AREA:** There is a hospitality area for all artists in the kitchen, with snack food and drink provided. Refrigerators are available for lunches and beverages.

**ARTWORK CRITERIA:** All artwork must be original and must be for sale. Work must be of the same medium and quality as represented at the jurying. Art that is inferior to juried work, which violates copyright laws or in need of repair will be removed. We will contact you to resolve the situation.

**SET-UP AND DISPLAY:** Jeweler spaces are 6’x8’ with an additional aisle for access behind tables.Guest artists are to display their work with input from LOCAL 14 members. It is important for all individuals to be flexible for the overall presentation of the artwork. Individual artists may not use their own signs. Artist Name signs are provided, and business card holders will be available.

**OPTIONAL ITEMS:**

**Business cards**: Bring enough to last the weekend. At the check-in desk, there will be a box in which to place your business cards in alphabetical order for easy re-stocking. Card holders will be available.

**Artist Statement:** LOCAL 14 strongly encourages displaying an artist statement, including a photo, personal information, your creative inspiration and/or technical processes, posted alongside your work.

**Purchaser’s Index Cards:** According to Oregon state law, you are entitled to purchaser information on sales of items over $100. If you want this information, complete and attach a Purchaser Index Card to the artwork. You do not need to fill out these cards if you do not want this information. A template is provided.

**Postcards** for your future shows should be displayed on the table near the exit.

**FINANCIAL INFORMATION:**

No price changes are allowed during the show. LOCAL 14 does not issue commission refunds on merchandise returned to the artist after the show has closed. In that case, the artist should make adjustments with the client.

All artists who make sales within 30 days of the LOCAL 14 show as a direct result of artwork seen at the show shall pay LOCAL 14 the required commission, the same as if the work was sold at the show.

**LIABILITY:** To the full extent required by the Oregon Art Consignment Act, LOCAL14 shall use the highest care concerning consigned works of art in LOCAL14's possession. LOCAL 14 takes great care to protect artwork from the time it is delivered until it is picked up after the show. Despite such care, LOCAL 14 does not guarantee artwork against all loss, damage, or destruction. Artists are urged to carry their own insurance. The Artist agrees that if LOCAL 14 should be found liable for loss or damage, the amount paid to the Artists shall be the sales price as listed on the Artist’s inventory less the normal 25% commission.

**CONTACT INFORMATION:**

**Director:** Terri Neal, ferg2neal@gmail.com , 503-750-7757

**Guest Artist Liaison**: Janis Childs, Liz Casale Local14GuestArtistLiaison@gmail.com

**Jewelers Liaison:** Carli Schultz glass@juiceglass.com

**Layout:** Mitzi Kugler mitzikart@gmail.com, Greta Schneider coppercreekdesigns@yahoo.com