

Booth Selection:

Acceptance to the show and the assignment of booths are, for the most part, on a first-come, first-served basis, with the Glass Gallery Chair receiving first pick. The Glass Gallery Chair will try to accommodate everyone's requests for booth size preference, however, since the budget is closely tied to the floor plan, a limited number of 5'x10' spaces are available.

Flexibility is required to present an aesthetically pleasing show, therefore, the Glass Gallery Chair will be responsible for developing the floor plan and placement of artists. The Glass Gallery Chair will first position glass blowers, stained glass artists and double-space booths, spreading them throughout the hall. Then, the remaining artists will be placed based upon the order in which their application was received and their booth location preference as noted on their application. If the applicant's booth location preference is not available, applicant will be assigned the "best available" booth. The Chair will maintain the master list and communicate with all applicants until all have received their booth assignment.

If an applicant has requested and paid the premium for a corner booth and one is not available, that applicant's corner premium will be applied against the artist's commission due.

Booth Electricity:

All spaces will be provided with electricity (not to exceed 500 watts).

Note: Please use compact fluorescent bulbs when possible and remember to bring a power strip, 3-prong extension cords and zip ties to hang the lights!

Booth Furniture:

All in-line booths will have an eight foot high back wall and two eight foot high sidewalls (i.e., pipe and drape). Corner booths will have one eight foot high back wall and one eight foot high sidewall. All draping will be white. A front extension bar (for hanging *your* lights) will be provided. Exhibitors may provide their own booth furniture or they can order tables, counters, table skirts and chairs from the approved decorator (Pedco).

Note: If you want a chair, you must order one! Do NOT take the chairs OGG orders for the demo and common areas.

Booth Merchandise:

Since OGG is an art glass organization, each finished piece in the booth must be primarily glass art created by the artist. Furthermore, all glass items on display in the booth must be the artist's original design and substantially produced by the artist(s) in that booth. Work that has been designed by the artist but with no subsequent hands-on work by the artist is not acceptable.

All displayed merchandise must be glass art or glass art accessories. Accessories can be sold, but not displayed alone, in the artist's booth. Examples of accessories include stands, light kits, frames and hangers.

No booth may display any item that contains a copyrighted image or copyrighted material unless the artist has documented permission available at the show.

Artists may display brochures for the places they teach, but preferably, not in the most conspicuous part of their booth. Artists may hang signs within their space to advertise the artist and their work. The signs cannot advertise another entity such as a gallery who sells their work or a location where they teach.

Remember, the goal of this show is to feature you, the artist, and your work!

Glass schools may hold booths, promote themselves as schools and sell the work of their students, on condition that all work is the work of students who, as individuals, meet all criteria for participation in the show and abide by its rules.

Booth Displays / Materials:

Artists are responsible for ensuring customer safety within their booth. All displays must be stable, and no pieces, racks or tables can overhang the aisle in any manner. Artists will be asked to remove non-conforming items.

Duct tape is NOT to be used to adhere anything to the Oregon Convention Center (OCC) floor, walls or other surfaces. Gaffers tape can be used to tape cords to the floor, and can be purchased from Hollywood Lights (5251 SE McLoughlin Blvd., 503-232-9001).

All booth materials must be non-flammable or appropriately fireproofed as approved by the Fire Marshall. See Fireproofing Fabric section below.

Artist Representation:

Glass Gallery exhibitors should be present for the duration of the show. Commercial representatives or agents are not allowed to represent an artist's work. Artists may obtain assistance from OGG volunteers, family members, friends and/or employees to relieve the artist for volunteer duties, meals and breaks. Artists sharing booths (including the Group Booth) may handle sales for other artists in that booth; however, each participating artist must be present a minimum of time equal to the percentage of their representation in the booth.

Commission:

In addition to the booth fees submitted with the Glass Gallery application, a **12% commission on gross sales** is due to the Oregon Glass Guild. The commission applies to all financial transactions made at the show. The exhibiting artist is responsible for maintaining a log of all transactions, then calculating the commission due based on the total sales amount. Commission checks are to be made payable to Oregon Glass Guild and **MUST be submitted at the close of the show**. An announcement will be made as to the payment location – generally, near the information booth. The commission is 15% for payment received after the close of the show. (See Vounteering section below on how to reduce the commission!)

Volunteering:

OGG is a volunteer organization. The Glass Gallery is a cooperative show put on by the members for the members and is possible only because of many volunteer hours served. Exhibiting artists who sign up for a pre-arranged 4 hour work assignment will pay a reduced commission (10%). A number of volunteer positions are available in advance of the show or at the show. Please contact the Glass Gallery Volunteer Chair for more information. The earlier, the better!

OGG Credit Card Machine:

During the show, the OGG provides credit card service for its members to use, which will include instant approval. To use this service, artists are required to attend a Credit Card Meeting on Friday at 8:45am, sign the Credit Card Agreement and pay a \$1.00 service charge. Artists will be assessed processing fees as outlined on the Credit Card Agreement.

Marketing Materials / Request for Images:

Marketing materials will be created to promote the show. These include postcards, posters and paid advertising in several newspapers along with an extensive program listing each artist and their contact information. If you wish to have photos of your work considered for publication, please e-mail quality images (300dpi at 3" x 4"; jpg; RGB or CMYK) and a biography/artist's statement to the Glass Gallery Publicity Chair as early as possible.

Pavilion:

A gallery-like display is often incorporated into the show providing the artists an additional venue to showcase their work. Each exhibiting artist has the opportunity to place a single piece of work inside the Pavilion on a first-come, first-served basis, dependent upon available space in each category: Hot Glass, Warm Glass, Cold Glass and Jewelry. Items placed in the Pavilion are for sale and, if sold, may be replaced with another item from the same artist. OGG provides limited wall space, a structure for "window hangings" and pedestals along with lighting for the display. Special display requirements such as jewelry displays or stands are the responsibility of the artist.

Please complete the Pavilion Application / Release (page two of the Glass Gallery Application) if you intend to submit an item for the display. **All Pavilion items, along with any support materials, MUST be delivered to the Pavilion area no later than 7pm Thursday evening.** Volunteers will be staffing the Pavilion during show hours, and reasonable precautions will be taken, but OGG will not cover any loss. You will be required to sign a release agreeing to these terms.

Booth Sitters:

To assist those vendors that are single-handedly working their booth, volunteers are available to sit in your booth while you take necessary breaks (lunch, rest room). These sitters are NOT responsible for handling sales. They are there to let prospective buyers know when you will be returning. If you need a booth sitter, contact the Glass Gallery Volunteer Chair.

Petition Process for Special Situations/Needs:

Special situations or needs are handled through a petition process. Each request will be handled individually. Please contact the Glass Gallery Chair in writing via e-mail (subject line "Glass Gallery") to explain your situation. For example, although booths are limited to two artists, applicants who wish to have a third artist in their booth may petition for permission to do so.

Cancellation Policy:

Cancellations must be received in writing no later than February 28th to qualify for a full refund. From March 1st to March 15th, applicants may cancel in writing and receive a 50% refund. After March 15th, no refunds will be given.

If the show is cancelled for any reason beyond the control of OGG, the Committee shall determine and refund to the artist their appropriate share of the aggregate booth fee remaining after deducting for reasonable expenses incurred by OGG.

Hours of Operation:

All booths must be open to the public from 10am to 9pm on Friday and Saturday, and from 10am to 5pm on Sunday. The exhibit hall will be open to vending artists only on Friday morning at 8am (credit card meeting held at 8:45am), and Saturday and Sunday mornings at 9:30am. After the show closes each evening, no one is permitted in the hall except for show management. No one is to begin packing up until *after* 5pm on Sunday.

Load In:

Thursday from 2pm to 8pm – please state your load in preference for 2pm to 5pm OR 5pm to 8pm on your application! All artists must leave the exhibit hall by 8pm.

Set-up may be finished Friday morning between 8am and 10am.

- Due to Fire Marshall regulations, there will be NO driving into the OCC to unload / load.
- Use **Ramp B** located at the back of the OCC.

Arrive at the loading ramp during your assigned load-in time, and state your guild (OGG) and name to the ramp volunteer. They will give you a yellow Load In tag. Have the tag available to show the dock marshall as you approach the building. The tag must be kept on the dashboard of your vehicle when using the ramp.

The ramp is wide enough to enable two vehicles to unload at the same time.

Rotate in and out as quickly, and safely, as possible.

- **Do NOT leave your vehicle unattended on the ramp!**

UNLOAD your vehicle and then MOVE IT!!! Please leave your show materials in an out of the way location near the loading dock / ramp, park your vehicle, *then* move your items into the hall. This method will get everyone up to the building in a timely manner. Remember, we are all in a hurry!

- **Bring your own hand trucks and carts!** Due to liability issues, the OCC does NOT supply carts.

Load Out:

Sunday from 5pm to 8pm – no one is to begin packing up prior to 5pm!

Once again, Ramp B will be available. Move your show materials to an out of the way location near the loading ramp. Ask a ramp volunteer for a yellow Load Out tag. Get your vehicle, place the Load Out tag on the dashboard and drive up the ramp when space is available. Load your vehicle and leave the ramp. Do not leave your vehicle unattended on the ramp. Lend a hand and everyone will get out faster!

Please be courteous to others! The ramp is considered "community property" and WILL be used by other Guilds during Load In and Load Out. You will be given a color-specific paper tag to place on your vehicle's dashboard... it identifies the Guild you belong to and will be used to report any violators.

Note: For emergencies, contact the Glass Gallery Chair via the phone number listed on page one of this document.

Parking:

Parking is generally available in the OCC parking lot or in any number of parking lots around the OCC. There are also metered spots on the streets surrounding the OCC. Go to www.oregoncc.org for OCC directions and maps, if needed.

Recycle / Garbage:

Garbage cans are positioned throughout the exhibit hall during show hours, but are removed fairly quickly once the show closes. At the end of the show, recycle dumpsters will be placed along the back wall of the exhibit hall.

Note: The OCC prefers that you leave your recycle / garbage in your booth space at the end of the show. They will sort through and recycle what they can.

Security:

OCC security personnel oversee the general safety of those in the building and the building itself, but do not handle security issues for individual shows. Outside security may be obtained at a substantial cost. If hired, they only act as a deterrent and are not liable should anything be lost or stolen. Therefore, it is up to each of us to take reasonable precautions to guard our belongings. Do not leave your booth unattended during show hours.

General Restrictions:

- Glass Gallery contracts may not be sold, transferred or shared without prior Committee approval.
- Smoking, alcohol and drug paraphernalia is prohibited in the exhibit hall.
- Outdoor canopies (i.e., Caravan, E-Z Up), helium balloons, candles and music are not allowed in the exhibit hall.
- No food sampling, or outside food, is allowed except food for personal consumption or small, individually wrapped candies.
- All displays must be constructed in a manner that will minimize hazards to the attending public.
- In all cases, OCC regulations prevail.

Welcome Packet:

Exhibiting artists will receive a Welcome Packet upon their arrival. The packet includes any last minute announcements along with the **commission cash out sheet**, **credit card agreement** and credit card terminal instructions, a **ballot** for the Pavilion awards and the **post show questionnaire**. Please complete the survey at the close of the show... it will help the Committee when they discuss future ideas.

Helpful Tips and Reminders!

- **Be creative in your booth layout!** Make show attendees want to stop and stay... and buy!
- **Create name tags** for you and your assistants! Visitors appreciate knowing who they are speaking with!
- **Bring your own power strip, 3-prong extension cords, gaffers tape and step ladder!**
You'll also need **zip ties** to attach your lights to the extension bar installed at the top front of your booth space (if you ordered one). And don't forget the **spare light bulbs!**
- Bring **glass cleaner and clean rags** to keep everything sparkling!
- Stock up on **business cards, bags and receipt books... and pens!!!**

Fireproofing Fabric:

Any fabric you bring into the OCC must be fireproofed. Use either store-bought fireproof fabric, fireproof spray or one of the following methods. Be prepared to tell the Fire Marshall how you fireproofed, if asked.

FABRIC FORMULA (makes 6 gallons of flame retardant mixture)

- 6 parts Borax (3.5 pounds)
- 5 parts Boric acid (2.5 pounds)
- 100 parts Water (6 gallons)

Light material requires 1 to 2 applications;
heavy material requires 3 to 4 applications.

Allow fabric to dry completely between applications.

Or for smaller amounts:

FIRE RETARDANT RECIPE

Mix 2.5 ounces of borax in 2 cups of boiling water.

Use a spray bottle to apply. Let dry.

This is temporary and must be reapplied if you wash the fabric.