

Pacific Northwest Glass Guild Glass Gallery 2020

Show Information, Rules, and Regulations

This document contains important information. Please read it in its entirety!
By signing a Glass Gallery Application, you agree to abide by these rules and regulations.

Show Dates: Friday, May 1 10am to 7 pm
Saturday, May 2 10am to 6 pm
Sunday, May 3 10am to 4 pm

Load In: *artists will be assigned a day and time Wednesday, April 29 or Thursday, April 30*
Load Out: Sunday, May 3, *after* 4 pm – no earlier!

Location: Oregon Convention Center, Exhibit Hall A, 777 NE Martin Luther King, Jr. Blvd., Portland, OR

Your 2020 Glass Gallery Team...

Co-Chairs Serena Smith (applications, publicity and finance) serenasmith@embarqmail.com
Sharon Dunham (general and pre-show arrangements) dunhamsw@frontier.com

Volunteer Coordinator

Greta Schneider coppercreekdesigns@yahoo.com

Group Booth Chairs

OPEN

Publicity Chair

Carlyne Lynch carlynelynch@comcast.net

For emergencies during the show, or load-in and load-out times, call Kevin Kanyo at 503 475-1935

The Pacific Northwest Glass Guild (formerly OGG) Glass Gallery Steering Committee, herein referred to as the Committee, established these rules and regulations to ensure the quality and safety of the Glass Gallery. Failure to comply with the rules and regulations may result in the exhibitor being asked to leave the current show and/or be suspended from participation in future shows for a period of up to two years. The Committee will discuss any disagreements over these rules and regulations and a final decision for action will be at the sole discretion of the Glass Gallery Co-chairs.

Applicants agree to abide by these decisions by signing the Glass Gallery application.

Participation

All artists displaying work at the Glass Gallery are to be current members of the Pacific Northwest Glass Guild. Artists not currently members must include the membership fee with their application. In the case of more than one artist sharing a booth, *all displaying artists* must be current PNWGG members.

Non-members: please submit a completed membership form with your Glass Gallery application and pay the membership fee. See membership form for both individual and/or family membership details.

Application

All applicants must complete, sign and return the Glass Gallery application. A *deposit* for booth space and full membership dues as necessary, *must* accompany the application. After **March 15th**, if booths are still available, there is a *\$50 late registration fee*.

Note: Applications will not be processed or counted as having arrived until membership is current.

Number of Artists Per Booth

Only ONE artist may show in a 5x10 booth. Two artists may share a 10x10 or larger booth. Both must be current PNWGG members, and each must complete and sign a Glass Gallery application. You may petition to have more than two in a booth. (See *Petition Process* below.)

Floor Plan

The floor plan will include 10'x10' and 5'x10' booth spaces with a limited number of corner spaces available. Larger (10'x20' or 5'x20') spaces may be possible. In order to cover the expenses required to set-up a shared "Group Booth", a minimum of ten applications (out of 12 spots) must be received by February 15th. Group Booth applicants will be notified if the minimum is not met and will be given the opportunity to select a larger booth space at established rates, which can be shared with one additional artist if they wish.

Booth Location

We have a new layout this year. If you participated in 2019 please make a note on the application if you would like the same space you had, and submit your application and the full fee by Tuesday January 15th and we will try to accommodate you. After that acceptance to the show and the assignment of booths are, for the most part, on a first-come, first-served basis. The Glass Gallery Co-Chairs will try to accommodate everyone's requests for booth location preference but please understand if this is not possible in the new floor plan.

If an applicant requested and is assigned a booth that costs more than the vendor's deposit, the vendor agrees to pay the remaining balance within two weeks of being notified of their booth assignment.

Electricity

All spaces will be provided with electricity (not to exceed 500 watts). Please use compact fluorescent bulbs when possible. Remember to bring power strips, 3-prong extension cords and zip ties to hang your lights.

Booth Furniture

We have a new layout this year. Booth prices include pipe and drape. One row of inline booths will have an eight-foot high back wall and **two three-foot high side walls**; corner booths will have two walls – one eight feet tall and one three feet tall. The second row of inline booths will only have the 3 foot side walls. All drapes will be antique white. A front extension bar will be provided for hanging your lights. Exhibitors may provide their own booth furniture and chairs, or they may rent tables, counters, table skirts and chairs from DWA.

Merchandise

Since PNWGG 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!**

Booth Displays / Materials

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

All booth materials must be non-flammable or appropriately fireproofed as approved by the Fire Marshall. See the *Fireproofing Fabric* information on the last page.

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

Demo Area

There is space available for demos outside the exhibit hall. The Gathering of the Guilds is making a concerted effort to enhance the education aspect of the show. To that end we welcome your ideas for demos that would be of interest to our customers. The Fire Marshall has been asked to determine what limitations will apply, but if you have an idea please share it with us.

Artist Representation

In general, Glass Gallery exhibitors should be present during the show. If working in a booth alone, artists may obtain assistance from PNWGG 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 those spaces. However, each participating artist must be present a minimum of time equal to the percentage of their representation in the space. *No commercial representatives or agents are allowed to represent an artist's work.*

Commission

In addition to booth fees submitted with the Glass Gallery application, a **20% commission on gross sales** is due to the PNWGG (this percentage *can be reduced* by working *pre-arranged* volunteer hours before or during the show – see *Volunteering* below). **The commission applies to all financial transactions made at the show.** Artists sharing a booth with family (spouse, partner, significant other, or children) may submit *one* cash-out sheet at the end of the show; all others must *individually* complete cash-out sheets. **All** exhibiting artists are responsible for maintaining a log of all transactions and calculating the commission due based on the total sales amount. Commission checks are to be made payable to Pacific Northwest Glass Guild and **must be submitted at the close of the show.** Once the show has officially closed, all vendors will have one hour to submit their cash-out paperwork and payment to the volunteer workers located at the PNWGG booth. If payment is not received during this time period, the vendor will be assessed a 5% penalty in addition to the commission due.

Volunteering

PNWGG is a volunteer organization. The Glass Gallery is a cooperative show put on by the members, for the members. It is possible only because of the many volunteer hours served. All exhibiting artists who sign up for, and complete, a *pre-arranged* work assignment pay reduced commission. ***You are responsible for arranging your work assignment with Greta Schneider no later than April 10th. If you do not, you are subject to the full 20% commission fee.*** In addition, *before cashing out* at the end of the show, **you must have your cash-out sheet initialed by the Committee or Volunteer Chair**, who witnessed and will verify your volunteer time.

The commission fee is based on a sliding scale: the more you volunteer, the less commission you pay. Many volunteer positions are available before the show, at the show or after the show. Tasks that have in the past been

counted toward volunteer hours (for example, postcard distribution) may not count this year. Please check with the volunteer chair about what work will qualify. *Remember: It is the vendor's responsibility to contact the Glass Gallery Volunteer Chair to arrange work shifts for lower commission rates.* The earlier you do so, the better!

For 2020, the scale is: 0 volunteer hours: 20% commission
 4 volunteer hours during the show: 12% commission

We have volunteer needs before the show, including coordinator and chair positions, as well as set up and tear down which require more than 4 hours commitment: 8% commission

PNWGG Credit Card Service

During the show, the PNWGG provides instant approval credit card service for its members. To use this service, exhibiting artists are required to sign the Credit Card Agreement, pay a \$10.00 service charge, and attend a Credit Card Informational Meeting on Friday, the first day of the show at 8:45am. In addition, vendors will be assessed customary processing fees as outlined on the Credit Card Agreement.

Note: Artists sharing a booth with family (spouse, partner, significant other, or children) may pay a *single* service charge and submit a single Credit Card Agreement form.

Marketing Materials / Request for Images

Marketing materials will be created to promote the show. These may include postcards, posters, social media, and paid advertising, along with a program listing each artist and their contact information. If you wish to have photos of your work considered for the print campaign, please e-mail quality images to imagemanager@oregonpotters.org **by January 3, 2020.** As we move forward, we will need more images from you for the online marketing campaign.

A gallery-like display is often incorporated into the show providing the artists an additional venue to showcase their work. All exhibiting artists have the opportunity to place a single piece of work in the GotG Gallery. Space is allotted on a first-come, first-served basis, dependent upon available space. Please note that in this area which is sponsored by all of the guilds pieces of a political nature are not permitted.

Items placed in the GotG Gallery are for sale and, if sold, may be replaced with another item from the same artist. Limited wall space, a structure for “window hangings” and pedestals along with lighting for the display will be available. Special display requirements such as jewelry displays or stands are the responsibility of the artist.

Please complete the GotG Gallery Application / Release (page two of the PNWGG Glass Gallery Application) if you intend to submit an item for the display. *All GotG Gallery items, along with any support materials, MUST be delivered to the gallery area no later than 6 pm Thursday April 25th.* Volunteers will be staffing the area during show hours, and reasonable precautions will be taken, but PNWGG will not cover any loss. You will be required to sign a release agreeing to these terms.

Booth Sitters

To assist those vendors who are single-handedly working their booth, volunteers will be available *during specified show hours* to sit in your booth while you take necessary breaks. These sitters are *not* responsible for handling sales. They are there to let prospective buyers and show attendees know when you will be returning. If you may need a booth sitter, contact the Glass Gallery Volunteer Chair to learn more about the hours they will be available.

Petition Process for Special Situations/Needs

Special situations or needs are handled through a petition process. Each request will be handled individually. Please contact Sharon Dunham (dunhamsw@frontier.com) 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. Another example requiring a petition would be if a single vendor wishes to purchase more than a “double” space to accommodate large pieces of work. Note: Petitions for spaces larger than 10’x 20’ will not be granted to booths showcasing multiple vendors to avoid creating a “show within a show”. Whether or not a petition is granted is at the sole discretion of the Glass Gallery Co-Chairs. Please respect their decision as they have many factors to consider including, but not limited to, the effect on the budget and the impact on the overall “look-and-feel” of the show.

Cancellation Policy

Cancellations must be received in writing no later than March 1st to qualify for a full refund. From March 2nd to March 15th, applicants may cancel in writing and receive a 50% refund. After March 16th, no refunds will be given.

If the show is cancelled for any reason beyond the control of PNWGG, 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 PNWGG.

Hours of Operation

All booths must be open to the public from 10am to 7pm on Friday, from 10am to 6 pm on Saturday, and from 10am to 4 pm on Sunday. The exhibit hall will be open *to exhibitors only* on Friday morning at 8am (Credit Card Informational Meeting held at 8:45am), and Saturday and Sunday mornings at 9:00am. After the show closes each evening, no one is permitted in the hall except for show management and security. ***Do not*** begin tearing down until *after* 4 pm on Sunday.

Load In (Wed. April 29th & Thur. April 30th – specific times will be assigned)

PNWGG shares loading space with four other guilds and OPA during load-in and load-out. *Please be courteous to others. Please state your load in preference on your application.* We will make every effort to give you your preferred time. You will receive an emailed Loading Tag to print and place on your vehicle’s dashboard for both loading in and out.

All exhibitors must leave the exhibit hall by 8pm Wednesday and Thursday. Set-up may be finished Friday morning between 8am and 10am.

- Due to safety concerns, ***driving into the OCC to unload/load will not be permitted.***
- **Note** that the Oregon Potters Association will be loading in on Wednesday beginning at 4 pm. They have a large number of participants with big heavy products so we must be finished unloading for the day with our vehicles properly parked before then.
- Use the assigned loading doors located at the back of the OCC (see map). Arrive at your assigned load in time with the required Load In tag in place on your dashboard. The tag will be e-mailed to you once booth assignments have been made. You must keep the tag on your dashboard whenever you are using the doors. Be as quick and safe as possible while loading in and out.
- Do not leave your vehicle by the doors except while unloading it. Please take your show materials to your booth space, park your vehicle, and come back to set up your booth. This method will get everyone 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. The participating guilds will rent some carts, but things go much more quickly if you bring your own!

Load Out (Sunday from 4pm to 8pm) Do not begin tearing down prior to 4pm

A loading ramp will be available for use by *all guilds*. Pack your show materials before getting your vehicle. Place

the Loading 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! Lending a hand to others helps everyone get out faster.

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 in the area. Go to www.oregoncc.org for OCC directions and maps, if needed.

Recycle / Garbage

This year each vendor will be given a trash bag. The Gathering of the Guilds asks that you take your trash with you at the end of the show.

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. The Gathering of the Guilds will hire outside security during show hours, but they will 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.

Note: This is different for Group Booth artists where oversight of booths is intended to be a group effort.

General Restrictions

- Glass Gallery contracts may not be sold, transferred or shared without prior Committee approval.
- Smoking, alcohol and drug paraphernalia are prohibited in the exhibit hall.
- Helium balloons, candles and music other than that arranged by GotG for general entertainment are not allowed in the exhibit hall.
- We encourage vendors to not use outdoor canopies (e.g., Caravan, E-Z Up). However, if you base your display on the use of one, we may make exception to this. Use the petition process (see above) if this is the case for you.
- 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, and all fabric used must be fireproofed. (See section below on fireproofing.)
- In all cases, OCC and Fire Marshal regulations prevail.

Name Tags

All exhibiting artists need to pick-up a name tag at the **PNWGG Information Booth** upon arrival to set up. ***All artists and assistants must wear nametags while on OCC property.*** Please complete the post show survey at the close of the show. It will help the Committee when they discuss future ideas.

Censorship Statement

We, the board of the Pacific Northwest Glass Guild (formerly the Oregon Glass Guild), recognize that the artwork presented by members at various PNWGG sponsored events, may from time to time prove offensive to some of our members or members of the public. Our view is that it is our responsibility to our members and to the communities in which we operate to provide access to the widest possible range of artistic expression that is consistent with the laws of our locality, state and nation and the rules of the venue. While recognizing that some PNWGG sponsored

events may specify a theme, be juried, or in some other way limit the types of artwork that will be considered for inclusion, we will not exclude artwork merely because some may find it controversial. We will resist all efforts to censor artwork presented for exhibit in PNWGG sponsored events.

Fireproofing Fabric

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

FIRE RETARDANT RECIPE

Large Batch Formula for Lots of Fabric

(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)

Mix Borax and Boric acid with hot water and allow to cool. Either spray onto fabric until thoroughly saturated, or soak fabric in mixture. Allow fabric to dry completely between applications. Light material requires 1 to 2 applications; heavy material requires 3 to 4 applications.

For smaller amounts:

- Mix 2.5 ounces of borax in 2 cups of boiling water.
- Use a spray bottle to apply.
- Let dry.

These are temporary measures, and must be reapplied if you wash the fabric.