Clay Fest is held in Eugene at the Lane Events Center.

This year’s show dates are October 11, 12, and 13th.

Applications must be postmarked on or before May 10, 2019
(Those posted late will be placed on the wait-list in order received.)

Clay Fest accepts credit cards and PayPal for booth application fee. **All applicants are still required to send a check to complete their application.** At the booth selection meeting, participants will have the option of having their original check deposited, paying with credit card at the meeting and getting their check back, or obtaining a link to pay through PayPal and having their check shredded. (Credit card and PayPal payments will include an additional $5.00 handling charge. This charge will not be refunded if applicant drops from show.)

Those who cannot attend the meeting may contact Robin Russell, at 541.687.1971, prior to the meeting to make credit card or PayPal payment arrangements. If payment is a hardship, contact Robin to discuss payment options. Whether using check, credit card or PayPal, all applicants whose payments do not clear will be dropped from the show.
The Booth Assignment Process

Booths are assigned on Tuesday, June 4, 7:15 p.m. at McNail-Riley House, 601 West 13th Ave., Eugene (13th and Jefferson). Parking is on the south side of 13th, in the Fairgrounds parking lot. Priority for booth assignment is based on points. Points are earned by serving as a Clay Fest committee chair or a Local Clay board member. Any applicant not present at the booth assignment meeting may delegate selection of his or her space, or default to selection by one or more members of the Clay Fest steering committee or a random drawing. Those who wish to pay by credit card/PayPal will be able to do so at this meeting. For questions regarding credit card/PayPal payment option, contact Robin Russell: robin@robinrussell.com or phone number 541.687.1971.
1. Applicants with points and steering committee chair trainees will select their booth spaces first.
2. Applicants with no points will be pooled and names will be drawn at random to fill remaining booths.
3. Applicants not chosen for a booth space will be drawn for placement on the wait-list. (Checks from the first ten people on the wait-list will be held, the remaining checks will be returned)

Fire and Electrical Regulations

Each booth is limited in the amount of electricity to be used. The fire department requires an approved fire extinguisher for each booth—you will need to supply it! They also require specific electrical cords and configurations. The Move-In packet will detail these requirements. All booths will be inspected on Friday afternoon prior to opening.

The show cannot open until all booths are in compliance.

Communications from Clay Fest

Our preferred method of delivering registration and participant materials is via e-mail and/or the Clay Fest web site http://www.clayfest.org/ClayFest/ParticipantInfo.html. (If you are planning on retrieving materials from our website, make sure your software is compatible with ours and that you are able to download info by going to our website prior to filling out your application).

Publicity

Advertising for Clay Fest 2019 includes: bookmarks, large color postcards mailed out to over 9000 addresses, 650 posters covering local areas, Clay Fest website (www.clayfest.org), advertisements in local newspaper(s), radio underwriting, and street banners in downtown Eugene. More detail about how you can contribute to publicity will be included in the booth notification letter. However, for your information please consider this:

- Your customers are important to Clay Fest success. Send your current customer list, by June 21, to the Mailing List Chair, Sandy Segna at mailinglist@clayfest.org., to be sure they will get a Clay Fest postcard.
- To have your e-mail address and/or web page linked to the Clay Fest webpage, please fill in the appropriate information on the application form.
- Participants interested in having images considered as advertising graphics should please go to the following link: http://www.clayfest.org/ClayFest/ParticipantInfo.html and/or contact Frank Gosar for more information at: graphics@clayfest.org
- Images for publicity are due on or before June 21.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/01</td>
<td>Application available online</td>
</tr>
<tr>
<td>05/10</td>
<td>Application postmark deadline due date</td>
</tr>
<tr>
<td>06/04</td>
<td>Booth Assignment Meeting 7:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>@ McNail-Riley House, 601 W. 13th Ave., Eugene</td>
</tr>
<tr>
<td>06/11</td>
<td>Booth notification mailed/posted on website</td>
</tr>
<tr>
<td>06/21</td>
<td>Advertising image deadline</td>
</tr>
<tr>
<td>06/21</td>
<td>Submit mailing list to the mailing list chair</td>
</tr>
<tr>
<td>07/12</td>
<td>Gallery Only application postmark due date</td>
</tr>
<tr>
<td>08/01</td>
<td>100% refund cancellation postmark due date</td>
</tr>
<tr>
<td>08/16</td>
<td>Move-In Packet mailed/posted on our website</td>
</tr>
<tr>
<td>08/29</td>
<td>50% refund cancellation deadline</td>
</tr>
<tr>
<td></td>
<td>Gallery Only drop date</td>
</tr>
<tr>
<td></td>
<td>NO REFUNDS AFTER THIS DATE</td>
</tr>
<tr>
<td>10/10</td>
<td>Booth set-up noon to 9 p.m.</td>
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<tr>
<td>10/11</td>
<td>Gallery Check-in 3-6 p.m.</td>
</tr>
<tr>
<td></td>
<td>Gallery Check-in 8-11:00 a.m.</td>
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<tr>
<td></td>
<td>Booth set-up 8 a.m. to 2 p.m.</td>
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<td></td>
<td>Fire Marshal Inspection 2 p.m.</td>
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<tr>
<td></td>
<td>Booth stocking 8 a.m. to 5 p.m.</td>
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<tr>
<td></td>
<td>Sales/Wrapping Training-Mandatory 1 p.m.</td>
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<tr>
<td></td>
<td>Visa Training-Mandatory 1:15 p.m.</td>
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<tr>
<td></td>
<td>Security training-Mandatory 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Show open from 5-8 p.m.</td>
</tr>
<tr>
<td></td>
<td>Show open from 10 a.m. to 6 p.m.</td>
</tr>
<tr>
<td></td>
<td>Show open from 11 a.m. to 5 p.m.</td>
</tr>
<tr>
<td></td>
<td>Show tear-down 5-9 p.m.</td>
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</tbody>
</table>
Registration Form/Clay Fest 2019 Application

Name: __________________________________________
Street: _______________________________________
City/State/Zip: __________________________________
Cell Phone: ____________________________ Land Line: _______________________
E-Mail: ___________________________________________ Web Page Link: __________

☐ This is a shared booth application. My booth partner is: __________________________

People wishing to share a booth must each complete a separate application. Please make sure each application includes your booth partner's name. We prefer shared-booth applications be submitted together in the same envelope.

► Business name (for publicity and signage): _______________________________________
► Which names do you want on your booth sign?  ☐ First/Last Name  ☐ Business Name  ☐ Both
► I am a current member of Local Clay:
  ☐ Yes, my 2019 Local Clay membership is paid and up-to-date.
  ☐ NO (I am including a separate $20.00 check along with the member form)

Not sure of your membership status? Check with Allan Kluber at allank@efn.org or (if needed) 541 687-0534

☐ I would like to link the Clay Fest webpage to my webpage
☐ I will accept ALL further communications from Clay Fest via E-mail and/or webpage
☐ I would like to participate in the Mentoring Program  ☐ As a mentor  ☐ Please match me with a mentor
☐ I live in the Eugene area and will host an out-of-town potter/artist during the show

I AM APPLYING FOR:

☐ Gallery Only: $25.00 refundable deposit included with this application (returned after participants have participated in the show and completed all work assignments) plus 16% sales commission
☐ Full Booth space: 10’ x 10’ ($155 -, plus 16% sales commission on all sales-including gallery)
  ☐ If Full Booths are gone I will take a Half Booth (If you get a Half Booth, you will get a refund)
☐ Half Booth space: 5’ x 10’ ($90 -, plus 16% sales commission on all sales-including gallery)
  ☐ If Half Booths are gone I will take a Full Booth (You will have 30 days to pay the $65 balance)

☐ If I do not get a booth space, I will participate in the Gallery-Only category ($25 refundable deposit, 16% sales commission)
☐ I would like to rent Pipe & Drape @$38 per booth
  Color:  ☐ BLACK (Default)  ☐ WHITE
☐ I would like to rent table(s) @ $10.00 ea.  How many? _______
☐ I would like to rent chair(s) @ $1.30 ea.  How many? _______

*Pipe & drape, table, and chair fees will be deducted from your sales. Do not send these fees with your application!

APPLICATIONS MUST BE COMPLETE (WITH PAYMENTS) TO PROCESS- HAVE YOU INCLUDED ALL?

1. ☐ Completed registration form–All must include signed check for booth fee, payable to Local Clay.
2. ☐ Completed committee work form
3. ☐ Completed work shift form

Please check these additional boxes if they apply to you:

☐ After Booth selection, I will pay with credit card or PayPal (Additional $5.00 fee charged at time of payment). Check will be returned or shredded. Call Robin Russell at 541.687.1971 for more information.
☐ Local Clay membership form—if not 2019 member (with signed $20 check payable to Local Clay).
 For membership information and form, go to our website at: http://clayfest.org/LocalClay/Join.html

SEND APPLICATION FORMS AND CHECK(S) POSTMARKED ON OR BEFORE FRIDAY, MAY 10, 2019
Mail to: Clay Fest, attn: Registrar ♦ 37036 Hwy 58 ♦ Pleasant Hill, OR 97455

I have read all application materials, including the “Important Details-Must Read” page, and agree to the terms herein. I agree to hold Clay Fest and Local Clay and its principals and members harmless against all damages, claims, losses, etc. that may arise from the exhibit and/or the activities of the participants, guests or visitors. I understand there is no formal security on Thursday October 10, 2019 from noon until 7 P.M.

Signed: ___________________________ Date: ___________________________

NOTE: You will get an email or phone confirmation after your application is received. If you do not get this confirmation, contact the Registrar at registrar@clayfest.org or (if needed) 541 912 5398.
Committee Work Form / Clay Fest 2019 Application

Please print form one side only - Thanks!

GALLERY ONLY Participants are not required to do committee work;

However, VOLUNTEERS are greatly appreciated!

Name: ____________________________________________
City/State/Zip: ______________________________________
Cell Phone: ____________________  Land Line: ____________________
E-mail: ____________________________________________

☐ I am currently a committee chair.  I am chair of: ________________
☐ I am currently a trainee.      I am trainee for: ________________
☐ I am in Gallery Only, and choose to sign up for the optional committee work.

► Gallery-only members are not required to do committee work, but do one 3-hour work shift during the show.
☐ I am an out of towner, working two additional work shifts, for a total of FOUR work shifts.
Out-of-towners, who are absolutely unable to do committee work prior to the show, may work: two additional 3-hour work shifts, for a total of four 3-hour shifts. (Please note, this is a grueling experience and we do not recommend it!)

Committee Preferences:

Most committee work is done PRIOR to the show and during CLOSED hours.
Please consider factors such as: age, physical condition, temperament, interests, etc. when selecting committee work. The goal is to have fun and not wear yourself out.

- Building Prep – Prepare building for show (tape spaces on floor, etc.) Wednesday morning - physical work.
- Building Security Patrol – Provide security during show set-up Thursday evening and Friday before the show opens and after the show closes on Friday, Saturday, and Sunday. (Will be divided into shifts.)
- Cash – Count tills throughout the show (accuracy is a must). No work shifts are required with this job.
- Gallery – Receive gallery work (includes typing) Thursday night and Friday morning OR set up the gallery display on Friday, plus mandatory 15 minutes take-down Sunday, at the end of the show.
- Gallery Set-Up – Preparation and set-up of gallery walls, lighting, pedestals, etc. Thursday morning and/or Sunday Evening, after the show closes. (Physically demanding!)
- Postering – Distribute and hang posters in designated areas, a few weeks before Clay Fest opens.
- Sales – Purchase bags and reams of paper prior to the show. Help set up sales area Thursday OR tear down Sunday evening; plus oversee sales area occasionally throughout show.

ALL BOOTH HOLDERS are required to do one committee assignment. (We will do our best to assign you to your preferences).

► Indicate preferences below (1st, 2nd, 3rd) and check times you prefer to work, when applicable.
  ☐ Building Prep: Wednesday morning
  ☐ Building Security Patrol: ☐ Thursday  ☐ Friday  ☐ Saturday  ☐ Sunday
  ☐ Cash: On-going throughout the show
  ☐ Gallery:  ☐ Thursday 3-6 p.m.  ☐ Friday 8-11 a.m.  ☐ Friday 10 a.m. to 1 p.m.
  (ALL Gallery Committee members required to work 15 minutes Sunday immediately after show closes.)
  ☐ Gallery Set Up or Tear Down  ☐ Thursday AM  ☐ Sunday PM (after show closes)
  ☐ Postering: A few weeks prior to show
  ☐ Sales: Purchase paper and bags prior to show and set-up Thursday or take-down Sunday evening
Shifts occur during the “OPEN” hours of the show.

Please consider factors such as: age, physical condition, temperament, interests, etc. when selecting work shifts. The goal is to have fun and not wear yourself out.

- **Demo**–Prepare a demonstration of some aspect of ceramics and then present to the public during Clay Fest.
- **Gallery Host**–Remain in Gallery area at all times during shift and help customers (some typing required).
- **Info Desk/Greeter**–Provide info and answer questions, make PA announcements, count and greet customers.
- **Door Monitor**–Work at entrances checking all packages for “paid” sticker (last shift of day works past closing time). Must be able to stand.
- **Kids’ Clay**–Provide assistance in Kids’ Clay area. Create happy and positive experience for children and their parents, amidst noise and chaos.
- **Cash Sales**–Process sales to customers, handling cash and checks. Work quickly and accurately, using adding machine/calculator and cash box. Last shift of day works past closing.
- **Sales Line Host**–Assist customers in line to make sure they are in correct line for debit/credit or cash/check and maintain a positive, cheerful atmosphere. Help move packages to info area for pick up if needed.
- **Credit / Debit Sales**–Process customer sales using a Data-capture machine.
- **Sales Tags**–Handle sales tags during the show (sort-copy-record). Requires attention to detail and use of adding machine. Must be able to stand during shift.
- **Wrapping**–Properly wrap and bag (and/or box) customers’ purchases, assembling boxes as needed. (Can be hard on the back).

Work Shift Preferences:

ALL booth participants work two work shifts. Gallery only participants work one work shift.

☐ Do you have experience at credit/debit card processing? (If YES–Please consider selecting “credit debit” as first choice) Indicate preference below (1st, 2nd, 3rd):

<table>
<thead>
<tr>
<th>Demo</th>
<th>Door Monitor</th>
<th>Sales Line Host</th>
<th>Sales Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery Host</td>
<td>Kids’ Clay</td>
<td>Credit/Debit Sales</td>
<td>Wrapping</td>
</tr>
<tr>
<td>Info Desk/Greeter</td>
<td>Cash Sales</td>
<td>☐ I am willing to work any job at Clay Fest (Thank you!)</td>
<td></td>
</tr>
</tbody>
</table>

Work Shift Times:

☐ ANYTIME, OR indicate preference below

- **FRIDAY:** 5-8:30 p.m.
- **SATURDAY:** 10 a.m. to 1 p.m., 1-4 p.m., 4-6:30 p.m.
- **SUNDAY:** 11 a.m. to 2 p.m., 2-5:30 p.m.

NOTE: Last shifts for Sales, Credit/Debit, and Security end when customers have completed their purchases and left the building.

☐ Indicate other preferences below:

<table>
<thead>
<tr>
<th>☐ No back-to-backs</th>
<th>☐ Both shifts on one day</th>
<th>☐ Same job for both shifts</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Different jobs for each shift</td>
<td>☐ Unavailable times:</td>
<td></td>
</tr>
</tbody>
</table>

In addition to my work shifts, I can volunteer for a shift on these days: ________________________________

At these times: ____________________________________________