

Photo and Liability Release

As a participant in the sale, artist agrees to the Guild's use of any photographs taken or submitted for Guild publicity. This release remains valid until the president of the Guild receives a written withdrawal from the artist.

The Lucie Stern Community Center, the Orchard Valley Ceramic Arts Guild, their officers, volunteers, and members assume no responsibility for loss, theft, or breakage of any items stored or displayed in this event. Pieces are displayed entirely at participant's own risk, and will not be reimbursed for damaged or missing pieces. Participant agrees to this limitation of liability by submitting a signed registration form to the sale registrar either online or by USPS mail.

General Information A signed and completed registration form and payment must be received by the registrar. This can be done online or by USPS mail. Confirmation will be sent via email unless otherwise requested. Once accepted (except on waiting list) **NO REFUNDS WILL BE ISSUED.**

- All first-time participants must attend the information meeting.
- There are three showrooms, ballroom (2800sf), fireside room (650sf), and community room (1000sf). Table and room assignments are based on the number of participants, table size, need for wall or electrical outlets and suitability of available space.
- Artist submissions for the sale are not juried. ALL of the items for sale must be handmade by the participating artist(s) and made of silica clay. No consignment sale of non-participating artists allowed.
- Collaborative entry is defined as work produced by multiple artists who contribute to the creation of the same work. All artists have to sign up for the sale.
- The Guild will collect a 20% commission for members(25% for non members) on all items sold at the sale.
- Sales tax (9%) will be added by the cashier and should not be included in your prices. Taxes will be collected and paid by OVCAAG.
- Each artist must provide an artist ID on the registration form. New participants need to email an original artist ID/price sticker to the registrar. In case of duplicate IDs, the registrar will consult with each artist for alternatives.
- Artist ID on price tags must be printed (not handwritten). Artist ID not matching the sample provided will not be processed and the sale excluded from the payment to artist. Recommended price tags: Avery (or similar) REMOVABLE ¾" round labels, any color.
- No selling of "seconds" allowed. Please do NOT under price your work. Use the recommended price range for common functional items as guidelines.
- The guild provides all tables. Participants are responsible for setting up their own displays. No items for sale may be displayed on the showroom floor or under the table. Spaces under/behind tables are for storage only. Please use floor-length tablecloths in order to hide boxes underneath, etc.
- At the close of the sale on Sunday, each artist must pick up own work and help straighten up the showrooms before leaving, break down table and place against wall in designated area of each room. Unclaimed pieces will be placed in a box (not sorted) and held by the Guild for a limited period of time. The guild will not be responsible for loss or damage to any items.

- Checks will be mailed following the sale after the bank has released the deposits, and all sales receipts reconciled by the finance coordinator. This usually takes 3-4 weeks.

Recommended pricing range for common functional items

Mugs: \$10 - \$25	Lidded Jars: \$18 - \$45
Small Bowls: \$10 - \$25	Pitchers: \$25- \$85
Medium Bowls: \$18 - \$30	Teapots: \$35- \$95
Large Bowls \$30 - \$85	Small Vase: \$15 - \$25
Plates: \$12 - \$25	Medium Vase: \$25 - \$55
Platters: \$35 - \$95	Large Vase: \$ 55 - \$85
Casseroles: \$35 - \$90	

Jobs

- All participants will be assigned two jobs (a combination of pre-, during, and/or post-sale shifts). Anyone assigned to the signage job is exempt from other sale related job obligations.
- In case of personal schedule conflict, each artist must make arrangements for exchange or replacement and notify the coordinator.
- Each artist is expected to report for duty on-time and remain on the post for the entire duration of assignment. Unexcused tardiness or abandonment will result in denial of participating in future sale events, as well as \$50 fine.
- Job descriptions: (*some lifting is required)
 - Movers* 1 & 2: Help move supplies between storage in Santa Clara to Lucie Stern Community Center in Palo Alto.
 - Set up* 1: Arrange tables in the showrooms according to layout.
 - Set up* 2 & 3: Assist with setting up cashier areas.
 - Signage*: Put up and collect street signs near the venue. Participants assigned to this job are excused from other duties.
 - Clean up*: Participants are responsible for cleaning up their area and for placing table in designated area.
 - Greeter: Stationed by the showroom entrances to greet and direct customers.
 - Hospitality/Garden: Prepare and restock the refreshment table as needed, and assist customers with items on display in the garden area.
 - Holding area: Manage items on hold for customers.
 - Cashier: Working with tagger, cashier completes receipts with sales tax and total and collects the payment from customers.
 - Tagger: Working with cashier, writer removes price tags from artworks to place on sale receipts.
 - Wrapper: Working with writer and cashier, wrapper wraps all items for customers to take away.