



Local 14 Art  
Show & Sale

## SHOW INSTRUCTIONS: Guest Artists

**SHOW LOCATION:** Leftbank Annex, 101 N. Weidler St., Portland, OR 97227

**SHOW DATES/HOURS:**

<b>Friday, September 28th</b>	<b>8 am – 8 pm</b>	<b>Load-In and Set-Up</b>
Saturday, September 29th	10 am – 7 pm	
Sunday, September 30th	10 am – 5 pm	

**SHOW PACKETS:** You will find show documents at, [www.local14.org](http://www.local14.org). Click on 'Guest Artist Information 2018', then select 'Info for Accepted Guests' and download the applicable files to create your own Show Packet. 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 Friday, September 28<sup>th</sup> from 8am - 8pm.** There will be a sign-up at the Kick-Off dinner. Load In/Out using Leftbank Annex's parking lot and the loading dock is meticulously choreographed. **Load-Out will begin at 5:00pm on Sunday, Sept 30<sup>th</sup>** when the show closes. Directions will be passed out during the show.

**CONSIGNMENT AGREEMENT and INVENTORY LISTS (due at load-in/check-in):** After loading in your inventory and props, please check in with the Guest Artist Liaisons (GALs), Jani Hoberg, Gerry Foote or Ann Cavanaugh. There will be a check-in area upstairs in the Great Room. Your signed Guest Artist Consignment Agreement and Inventory List(s) are required at check-in. LOCAL 14 does not accept artwork without your signed Consignment Agreement and Inventory List(s).

**WORK SHIFT SIGN UP:** Your agreement to work 4 hours at the show is a huge help. You can sign up for your shifts online. Instructions will be emailed to you with specific details provided at the Kick-Off dinner. **Jewelers** who need to be with their work throughout the show will have work-shift requirements on Set-Up and Load-Out days.

**SALES CHECK-OUT:** The LOCAL 14 sale is run with central cashier and wrapping areas. We encourage artists' to be with their work as much as possible during the 2 day event.

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

**ARTWORK CRITERIA:** All artwork must be original, executed within the past 18 months 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:** 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. Booth signs are provided and business card holders will be available.

**2D ARTISTS:** Please follow instructions in the Guidelines for 2D Artwork. These guidelines outline requirements for displaying original artwork and reproductions, including instructions for preparing your pieces for hanging, using show cards, and purchaser index cards.

**BACK-STOCK and ADDING PIECES DURING THE SHOW:** LOCAL 14 makes every effort to show members' and guests' work effectively within the available space. Extra work will be stored and replenished as space opens up. Please label your back-stock boxes with your last name on all sides and on the top. They will be placed in alphabetical order in the back-stock room. If you bring additional work during the show please update your inventory lists in the bookkeeping office.

**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 in your booth.

**Purchaser's Index Cards (Optional):** 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:** On all guest artist sales, LOCAL 14 will deduct a 25% commission plus credit card processing fees. Your proceeds will be mailed to you along with your show deposit no later than 30 days after the show.

All sales are processed through LOCAL 14 cashiers. 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 actually sold at the show.

**LIABILITY:** LOCAL 14 will use the highest degree of care with your artwork. Per our contract, the artist agrees that works of art are not in LOCAL 14's possession during delivery to or removal from the Leftbank Annex by the artist. 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 and our insurance for major loss or damage, LOCAL 14 does not guarantee artwork against every loss, damage or destruction. Artists are urged to carry their own insurance. If for any reason LOCAL 14 should be found liable for loss or damage, the amount paid to the artist shall be the sales price as listed on the artist's inventory list less the normal 25% commission.

**CONTACT INFORMATION:****Directors:**

Donna Cooper: [donnacooperdesign@gmail.com](mailto:donnacooperdesign@gmail.com), 971-757-0110

Deb Steele: [debsteele@comcast.net](mailto:debsteele@comcast.net), 503 692-4670 or 503 816-5080

**Guest Artist Liaisons:** [Local14guestliaison@gmail.com](mailto:Local14guestliaison@gmail.com)

Jani Hoberg: [janihoberg@comcast.net](mailto:janihoberg@comcast.net), Gerry Foote: [peaceleaves@comcast.net](mailto:peaceleaves@comcast.net),

Ann Cavanaugh: [ann.fusion@gmail.com](mailto:ann.fusion@gmail.com)

**Member Representatives** who may be able to assist you with specific questions:

Set-Up: Patti Bobonich; [pattibobonich@gmail.com](mailto:pattibobonich@gmail.com)

Shawn Bartlemay; [shawnbartlemay@gmail.com](mailto:shawnbartlemay@gmail.com)

Jewelers: Elaine Tan; [elainetan@comcast.net](mailto:elainetan@comcast.net)

Show Work Hours: Elaine Tan; [elainetan@comcast.net](mailto:elainetan@comcast.net)