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|  | **SHOW INSTRUCTIONS:**  **2023 Guest Artists** |

**SHOW LOCATION:** Miller Hall, World Forestry Center, 4033 SW Canyon Rd., Portland, OR

**SHOW DATES/HOURS:** **Thursday**, October 5th 9 am – 8 pm **Load-In and Set-Up**

**Friday**, October 6th 10 am – 6 pm

**Saturday**, October 7th 10 am – 6 pm

**Sunday**, October 8th 10 am – 4 pm

**SHOW PACKETS:** You will find show documents at [www.local14.org/artist-info/](http://www.local14.org/artist-info/) then click on Guest Artist Info’ and download the applicable files to create your own Show Packet. The password is ArtParty. 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 Thursday, October 5th from 9am - 8pm**. You will receive your Load In/Out time via email. You may deliver work to the back door of Miller Hall by driving up the road south of Miller Hall between the hall and the adjacent small parking lot. Access to the front door of Miller Hall is now restricted by an arch, so be prepared to cart your work up if you go that way. **Load-Out** will begin at **4:00pm** on **Sunday, October 8th** when the show closes. Instructions 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), Janis Childs. There will be a check-in area near the back door of Miller Hall’s main 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) or Consignment Addendum.

**WORK SHIFT SIGN UP:** You have agreed to work 6 hours at the show. You can sign up for your shifts at the Kickoff Dinner. **Jewelers** whoneed to be with their work throughout the show willbe assigned work shifts during set up and load out.

**SALES CHECK-OUT:** Except for the jewelers who will be handling their own sales, 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 3-day event. Jewelers will receive separate sales instructions and are required to pay their commissions at show’s end on Sunday, October 8th.

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

**ARTWORK CRITERIA:** All artwork must be original 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. Artist Name 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 more space opens. 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 alongside your work.

**Purchaser’s Index Cards:** 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 made through central checkout, 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. Jewelers will write a check for their 25% commission at close of show to be collected by the treasurer. Additional information will be provided to jewelers on the procedure.

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 is responsible for resolution 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 physically 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 Miller Hall 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:**

**Guest Artist Liaison**: Janis Childs, [L14guestartistliaison@gmail.com](mailto:L14guestartistliaison@gmail.com)

**Director:** Terri Neal, [ferg2neal@gmail.com](mailto:ferg2neal@gmail.com) 503 750-7757

**Jewelers Liaison:** Christina Fowler-Thias: [cftrft@comcast.net](mailto:cftrft@comcast.net)

**Layout:** Deb Steele, [debsteele@comcast.net](mailto:debsteele@comcast.net), 503 816-5080