



JEWELRY & METAL ARTS SHOW APPLICATION

Friday, May 4 – Sunday, May 6, 2012
Oregon Convention Center, Hall C, Portland, Oregon

Show Hours:	Friday, May 4	10:00 a.m. to 9:00 p.m.
	Saturday, May 5	10:00 a.m. to 7:00 p.m.
	Sunday, May 6	10:00 a.m. to 5:00 p.m.
Set Up:	Wednesday, May 2	10:00 a.m. to 8:00 p.m.
	Thursday, May 3	10:00 a.m. to 8:00 p.m.
Break Down:	Sunday, May 6	5:00 p.m. to 10:00 p.m.

Application Deadline:
 February 1, 2012

Return application and booth fee to:
 CMAG Jewelry and Metal Arts Show
 PO Box 8946
 Portland, OR 97207

Return images via email to:
heather@oftheearthjewelry.com

Refund Deadlines

Notification must be in writing and must be received by the following dates:

- 100% refund before February 15, 2012
- 50% refund before March 15, 2012
- 0% refund after March 15, 2012

Commission Rate Structure

- Committee chairpersons and show participants completing 30 or more volunteer hours: 15%*
- Show participants completing less than 30 volunteer hours: 20%

*Volunteer hours for work done in conjunction with committee chairpersons or the show planning committee

Wholesale commissions are 5% on orders placed during the show

CMAG Show Guidelines

The following guidelines govern the operation of the CMAG Jewelry and Metal Arts Show. Failure to comply with these guidelines may result in the exhibitor forfeiting the privilege of participation in future shows and/or being asked to leave the current show.

1. **Eligibility:** All artists who wish to participate in the CMAG Jewelry and Metal Arts Show must be CMAG members in good standing and be current on their annual dues. Any member participating in the CMAG show for the first or second time is required to go through the CMAG criteria review program. A detailed Membership Policy document is available upon request.
2. **Work Committees:** All exhibitors are requested to serve on one or more show committees.
3. **Booth Fees:** Business partners sharing a tax ID number and filing a single tax return, including spouses in business together, pay one booth fee.
4. **Artist Attendance:** The artist should be with his/her work a majority of the time, and must remain for the duration of the show. Metal work must be present during the entire show. In case of emergency, the CMAG Show Steering Committee must be contacted regarding premature departures or non-attendance. Commercial Representatives or Agents are not allowed to represent an artist's work.
5. **Waiting List:** Space is limited. After all available spaces are filled, a waiting list is established and space is offered on a first-come first-served basis. The artist has the option of passing on the offered space and retaining his/her position on the waiting list. The artist may not sell space to another artist.
6. **Booth Fee Refund Policy:** If an artist cannot participate and drops out of the show, a refund of booth fees will be issued only if the person notifies the steering committee in writing by the established deadlines. After the deadline to drop, no refunds will be issued. The steering committee reserves the right to review and refund all or portions of the booth fee if extenuating circumstances have occurred.

Criteria

Display requirements are set by the CMAG Criteria Committee, and approved by both the Jewelry and Metal Arts Show Steering Committee and the CMAG Executive Board. Any exhibitor violating the display requirements will be asked to remove the items in question. Failure to comply with this request may result in the exhibitor forfeiting the privilege of participating in future shows and/or being asked to leave the current show.

1. All work displayed at the CMAG Show Events must be of the artist's original design and substantially manufactured by the artist. Work that has been designed on paper only by the artist, but with no subsequent hands-on work by the artist is not acceptable.
2. Since CMAG is a metal arts organization, there must be some creative metal work by the artist in each finished piece displayed.
3. No more than 15% of the total number of pieces on display may be unfinished work, such as wax models, or renderings with loose stones.
4. Beads, including pearls, may be sold in display if they are connected by handmade metal linkage, i.e. wire wrap, twisted wire, handmade jump rings, handmade clasps, etc. However, they must not comprise more than 15% of the total number of items in the display. Beads or pearls that support the artist's creative metalwork are exempt.
5. The CMAG member whose work is being shown must be with his/her work a majority of the time and must remain for the duration of the show. Commercial representatives or agents are not allowed to represent an artist's work. While spouses, family members and/or employees may assist during the show, they may not be the sole representatives present during the show, except to briefly relieve the artist.

For Metal Artists who make Jewelry

1. "Understock" can be sold, but not displayed alone in the artist's case, unless it is incorporated with the artist's creative metal work. Examples of understock include: loose stones, unstrung pearls or beads, strung pearls or beads with commercial clasps, commercially purchased band rings and stud earrings, commercial chains or findings such as ear nuts. Understock items may be used as sales enhancers only. When sold, CMAG collects a commission on these sales.
2. The following may neither be displayed nor sold in the CMAG Show Event:
 - a. Work assembled from commercially manufactured parts. Examples include: commercially manufactured band rings with a commercial head soldered on, or commercially available decorative elements such as charms, etc., attached to a bracelet, earrings or necklace.
 - b. Pieces cast from commercially available wax models.
 - c. Totally non-metal jewelry such as gemstone rings or bracelets, or jewelry made from clay, paper, plastic or other non-metal materials.
3. Commercial findings such as pin backs, chains, heads, ear backs, etc., are acceptable on handmade pieces.
4. Display props such as stones, crystals and mineral specimens cannot be for sale.

For Metal Artists who make Sculpture

1. Displays should not be hazardous to the client community.
2. Sculpture pieces that are top heavy presenting a tip over hazard are not acceptable.
3. Pieces with sharp protrusions or sharp edges should be displayed in such a manner as to eliminate or minimize risk of injury.



2012 JEWELRY & METAL ARTS SHOW APPLICATION

Exhibitor Information

Exhibitor Name(s) _____

Business Name _____

Desired Listing on Show Advertisements: Address _____

Exhibitor's Name Business Name City _____ State _____ Zip _____

Phone _____ E-mail _____

Booth Size

Booth fee includes 600 watts electricity. All booths are 6' deep. Size is frontage. Include your check or money order payable to CMAG with the application.

10' \$345 8' \$320 6' \$295 4' \$270

Booth Preferences

The Layout committee will accommodate booth placement requests as space permits. Please attach a sketch or photo of your booth and measurements, along with any other specifics.

Preferred booth configuration: Front only Front and left/right side (corner)

Please place me next to: _____ A CMAG Mentor if possible

Images

- Three images must accompany this application. Images must be representative of work to be sold and meet CMAG criteria. Electronic images are preferred. If electronic images are not available, you may mail in prints with your application.
- **The quality of your images is vital to the promotion of the show!** The better your photos, the more likely your piece will be featured in show promotional materials!
- Photos should be high resolution jpgs, at least 4x6 inches at 300 ppi (1200x1800 pixels).
- Email your images to **heather@oftheearthjewelry.com**. If they are too large to email, you may send them in individual messages, or use a free service such as www.yousendit.com.

Title your image files with your name and a brief description or image number (for example: joejeweler-silver-ring.jpg)

Image #1 Title _____ Description _____

Image #2 Title _____ Description _____

Image #3 Title _____ Description _____

Please turn over to complete application

Load In:

Please indicate your preferred load in day and time slot. All load in MUST be completed by Thursday at 8 p.m.

Wednesday, May 2nd

No morning load in noon-2 p.m. 2-4 p.m. 4-7 p.m.

Thursday, May 3rd

10 a.m.-noon noon-2 p.m. 2-4 p.m. 4-7 p.m.

Postcards:

I would like _____ (number of) postcards to mail or give to my friends and customers.

Gallery:

As a show exhibitor, you may place one piece in the gallery at no extra charge. (Requires a separate form, available in 2012.)

Please indicate if you plan to place a piece in the gallery: Yes No

Photos:

The layout committee can use poster size photos of your artwork, do you have any available?

How Many: _____ Size(s): _____ (aprox. 20" X 30" Preferred)

Agreement

By signing this contract, I agree to abide by the Show Guidelines, Criteria and Display requirements. Committee chairpersons will be assigned by the steering committee.

Signature

(You may print your name if filling out electronically)

Date

Application Checklist

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- Application form completed
 - Check included
 - Three high-quality images emailed to heather@oftheearthjewelry.com (or prints mailed with application)
 - Application postmarked by February 1, 2012 and mailed to:
CMAG Jewelry and Metal Arts Show
PO Box 8946
Portland, OR 97207
 - Look for information regarding show committees and committee chair contacts in upcoming CMAG newsletters