



Southern Arizona Clay Artists
SHOWS & EXHIBITS
POLICIES & PROCEDURES

Updated 07/13/2022

I. GENERAL

1. SACA conducts shows in order to provide our members with venues to show and sell their works to the public. The scheduling of shows requires SACA to make many financial commitments in advance to cover show costs. These may include venue, supplies, marketing, and any necessary security, among others.
2. It is the goal of the SACA Shows & Exhibits Committee to present a curated show/exhibit that is aesthetically pleasing to the consumer, and fair and equitable to each participant.
3. It should be the goal of all participants to promote SACA, educate the public, provide information and assist in selling each other's work, and to network and have fun.
4. There are many, many moving parts to a SACA show, but they are worth it! A show unfolds over several weeks, and each step carries its own tasks. This document of policies and procedures aims to provide a road map—you may need to refer to it often. If you have questions, though, please address them to the Shows Chair.

II. WHO MAY PARTICIPATE

1. Participants must be current SACA members with dues payments up to date, both at the time of registration and at the time of the event.
2. Participants in juried shows must be SACA Accepted Juried Members.

III. REGISTRATION FOR A SHOW

1. Opening date of registration will be known to ONLY the SACA Shows & Exhibits Chair until published to the entire membership. Registration Open will be announced via the SACA newsletter and/or specific email to all SACA members.
2. Each show/exhibit is limited to a pre-set maximum number of participants. Waitlisted participants will be contacted as soon as possible if space should become available. If space does not become available, registration fee will be refunded.
3. Registration for shows will be confirmed upon receipt of payment.
 - There will be no refunds for cancellations if the show space cannot be filled from the waiting list.
 - Participants who cancel before the application deadline will be granted a full refund only if a replacement participant can be admitted from the waiting list.
 - Participants who cancel after the application deadline will not receive a refund.



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IV. DISPLAYS

1. In most Shows, SACA will provide tables, tablecloths, grid, wrap, bags, and other necessary hard structures. Participants are required to stay within their allotted space. No additional grids or tables are to be added to one's space.
2. Participants are responsible for supplying their own display risers and grid hooks. Risers may be clear, white, black or wood and customer friendly (not sharp /no splinters.)
3. Participants set up their own work on their assigned table and/or grid – all packing items hidden. Self-promoting items including only business cards, postcards, rack cards are permitted at participant's display. Large signage, banners, or cloths are not permitted.
4. All pieces must meet the jury criteria: that is, no cracks, securely fitted lids and so forth. Functional items that do not have food safe glazes must be clearly labeled as NON-FOOD SAFE. Items that do not meet jury criteria will be removed and placed under participant's table and replaced with an acceptable piece from their inventory.
5. All pieces must be predominantly ceramic (can be mixed media but majority of pieces must be clay). Non-ceramic pieces will be removed and placed under participant's table and replaced with an acceptable piece from their inventory.

V. SALES

1. Participants are required to bring two (2) copies of their inventory sheet: one to be kept in the sales area for reference as needed, one to be kept by the individual artist. (This assures that we are working with the same information. It is highly advised that artists double-check that the information on their inventory sheet matches the label on individual pieces—it's easy to make a mistake!)
2. All pieces must have a label with this information: participant's last name or studio name, price, and inventory number. The description should be the same as on the inventory sheet. Pieces that are part of a set should be labeled as "1 of 2", etc. The label must be securely attached to the piece. Pricing should reflect the current market value, for example, daily use mugs sell for at least \$18. Pricing to divest oneself of inventory or 'markdowns' is clearly unacceptable at a SACA event. Assistance is available from Shift Leaders. We encourage participants to use typed or computer-generated labels for clarity if possible. Downloadable examples are available on the SACA website under Shows and Member Resources.
3. Participants will receive payment from sales as soon as possible, generally within 3 weeks.



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VI. WORKING THE SHOW

1. General:

- Participants must provide a phone number (preferably cell) where they may be reached during the show hours in case of emergency or product questions.
- Participants will be given a time frame in which to set up their display on the first day of the show.
- A brief, required group meeting will provide updates and a chance for questions. Usually, this follows set-up.
- Participants must wait for the designated closing time of the show to begin breaking down displays and must assist in tearing down SACA owned items for transport.

2. Shifts:

- All participants are required to work several shifts, which vary by show. The work schedule will be sent to participants about a week before the show.
- If an emergency arises, participants must find a substitute and report the change to their Shift Leader. All applicants will be given the opportunity to specify when they are UNAVAILABLE to work for any given show. The show scheduler will make every effort to accommodate those requests.
- Participants will report promptly for their shift to receive instruction from their Shift Leader. Similarly, they will stay for a short period after their shift to help instruct their replacement.

VII. SUPPORTING DOCUMENTS

1. Participants are asked to provide a biography or business information page to be included at SACA Information area.
2. SACA encourages every participant to obtain the proper business license and remit the appropriate TPT/ sales tax. Please note that representatives from the City/ County where SACA shows are held regularly check for business licenses. It is recommended copies of participants licenses be placed in a binder at check out. SACA is not responsible for participants lacking proper licenses and/or subsequent consequences (fine or removal of items for sale.)



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3. **HOLD HARMLESS.** Most of our venues require a contract in which SACA releases that venue from liability for damage, injury, theft, etc. that may occur in the area of our show. Similarly, we must underscore that SACA is not responsible for such occurrences either. We encourage all participants to review their own insurance coverage for such instances. **WHEN YOU CHECK THE “AGREE” BOX ON YOUR REGISTRATION FORM, YOU AGREE TO ACCEPT THE FOLLOWING WAIVERS:**

- SACA Show Participants fully understand that participation in any Show sponsored by SACA and/or any other City, County, State or Community Entity exposes them to the risk of property damage, theft, personal injury, or death. Participants hereby acknowledge that they are voluntarily participating in the SACA Show and agree to assume any such risks.
- Participants hereby release, discharge and agree not to sue SACA or any other Show Sponsor or other city, community or county entity for any injury, death or damage to, theft, or loss of personal property arising out of, or in connection with, participation in the event.
- In consideration for being permitted to participate in the sale event, Participants hereby agree, for themselves, their heirs, administrators, executor and assigns, that Participants shall indemnify and hold harmless any City, County, Community and the event sponsor SACA from any and all claims, demands actions or suits arising out of or in connections with their participation in the event.
- In the event of a conflict between the terms and conditions of the venue contract and this contract, the terms and conditions of the SACA contract shall prevail.