

The Gathering of the Guilds added specifics and forms PDF

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Hours of Operation

All booths must be open to the public from 10am to 7pm on Friday, from 10am to 6 pm on Saturday, and from 10am to 4 pm on Sunday. The exhibit hall will be open *to exhibitors only* on Friday morning at 8am, and Saturday and Sunday mornings at 9:00am. After the show closes each evening, no one is permitted in the hall except for show management and security. **Do not** begin tearing down until *after* 4 pm on Sunday.

Load In (Wed. April 26th & Thur. April 27th – specific times will be assigned)

PNWGG shares loading space with four other guilds and OPA during load-in and load-out. *Please be courteous to others. Please state your load in preference on your application.* We will make every effort to give you your preferred time. You will receive an emailed Loading Tag to print and place on your vehicle's dashboard for both loading in and out.

All exhibitors must leave the exhibit hall by 8pm Wednesday and Thursday. Set-up may be finished Friday morning between 8am and 10am.

- Due to safety concerns, ***driving into the OCC to unload/load will not be permitted.***
- **Note** that the Oregon Potters Association will be loading in on Wednesday beginning at 4 pm. They have a large number of participants with big heavy products so we must be finished unloading for the day with our vehicles properly parked before then.
- Use the assigned loading doors located at the back of the OCC. Maps will be provided at a later date. Arrive at your assigned load in time with the required Load In tag in place on your dashboard. The tag will be e-mailed to you once booth assignments have been made. You must keep the tag on your dashboard whenever you are using the doors. Be as quick and safe as possible while loading in and out.
- Do not leave your vehicle by the doors except while unloading it. Please take your show materials to your booth space, park your vehicle, and come back to set up your booth. This method will get everyone to the building in a timely manner. Remember, we are all in a hurry!
- Bring your own hand trucks and carts. Due to liability issues, the OCC does NOT supply carts. The participating guilds will rent some carts, but things go much more quickly if you bring your own!

Load Out (Sunday, April 30th from 4pm to 8pm) Do not begin tearing down prior to 4pm

A loading ramp will be available for use by *all guilds*. Pack your show materials before getting your vehicle. Place the Loading Tag on the dashboard, and drive up the ramp when space is available. Load your vehicle and leave the ramp. Do not leave your vehicle unattended on the ramp! Lending a hand to others helps everyone get out faster.

General Oregon Convention Center Restrictions

- Smoking, alcohol and drug paraphernalia are prohibited in the exhibit hall.
- Helium balloons, candles and music other than that arranged by GotG for general entertainment are not allowed in the exhibit hall.
- No food sampling, or outside food, is allowed except food for personal consumption or small, individually wrapped candies.
- In all cases, OCC and Fire Marshal regulations prevail.

Recycle / Garbage

This year each vendor will be given a trash bag. The Gathering of the Guilds asks that you take your trash with you at the end of the show.

Censorship Statement

We, the board of the Pacific Northwest Glass Guild (formerly the Oregon Glass Guild), recognize that the artwork presented by members at various PNWGG sponsored events, may from time to time prove offensive to some of our members or members of the public. Our view is that it is our responsibility to our members and to the communities in which we operate to provide access to the widest possible range of artistic expression that is consistent with the laws of our locality, state and nation and the rules of the venue. While recognizing that some PNWGG sponsored events may specify a theme, be juried, or in some other way limit the types of artwork that will be considered for inclusion, we will not exclude artwork merely because some may find it controversial. We will resist all efforts to censor artwork presented for exhibit in PNWGG sponsored events.

Fireproofing Fabric

Any fabric you bring into the OCC must be fireproofed. Use store-bought fireproof fabric, fireproof spray, or one of the following methods. Be prepared to tell the Fire Marshall how you fireproofed, if asked.

FIRE RETARDANT RECIPE

Large Batch Formula for Lots of Fabric

(makes 6 gallons of flame retardant mixture)

- 6 parts Borax (3.5 pounds)
- 5 parts Boric acid (2.5 pounds)
- 100 parts Water (6 gallons)

Mix Borax and Boric acid with hot water and allow to cool. Either spray onto fabric until thoroughly saturated, or soak fabric in mixture. Allow fabric to dry completely between applications. Light material requires 1 to 2 applications; heavy material requires 3 to 4 applications.

For smaller amounts:

- Mix 2.5 ounces of borax in 2 cups of boiling water.
- Use a spray bottle to apply.
- Let dry.

These are temporary measures, and must be reapplied if you wash the fabric.

**A week before the show you will get an information packet
with a copy of the following to sign and bring with you**

**Pacific Northwest Glass Guild 2023
Exhibitor Participation Agreement**

*Please see the Gathering of the Guilds application information page on
the PNWGlassGuild.org website for additional information*

By signing this agreement, I acknowledge that I have read the Application Information page on the PNWGlassGuild.org website, the previous pages of this document and the acceptance letter emailed to me. I agree to abide by the rules and regulations set forth in therein. I understand that the Pacific Northwest Glass Guild (PNWGG) reserves the right to remove any non-complying items or close, without refund, any participant's booth not conforming to these rules and regulations. Any disagreements regarding the rules and regulations, or between participants, will be settled by the PNWGG event Chairperson, and I agree to abide by that decision.

The PNWGG will not be held liable for failure of the event to take place. Furthermore, I release the PNWGG, its officers, sponsors and agents from responsibility in case of loss or damage to all or part of my exhibit or my person.

I understand that a commission fee on gross sales is due at the close of the show. The commission will be as follows depending on the number of volunteer hours you signed up for and worked during or before or after the show: Vendors not doing volunteer work and Spotlight artists: 25%

Vendors working 1-4 hours: 20%

Vendors working 5-11 hours: 18%

Vendors working 12 hours or more: 12%

Show Coordinators: 8%

I am responsible for arranging my work assignment with the Volunteer Chair no later than April 10th or be subject to the commission fee appropriate for the amount of volunteer hours I actually worked . I agree with this fee schedule and will pay the fee in full at close of the show.

I certify that the work in my booth is produced substantially by me. By signing this agreement, I grant PNWGG permission to use, for publication with attribution, any photos submitted in conjunction with this show.

All artists sharing a booth must complete and sign an individual application.

*If you participate in the Gathering of the Guilds Gallery area (fill out the [on-line form](#))
you will also be emailed and asked to sign this:*

RELEASE for the Gathering of the Guilds Gallery 2023

Gathering of the Guilds Gallery Participation Agreement

By signing this agreement, I understand that, although the Gathering of the Guilds Gallery will be staffed during show hours and all reasonable care will be taken to ensure the safekeeping of my item, neither the Pacific Northwest Glass Guild nor the Gathering of the Guilds take responsibility for my item. I agree to this as a condition for placing my item in the GotG Gallery area.