

INDIVIDUAL ARTIST SPOTLIGHT APPLICATION / RELEASE

If you desire to place a up to three pieces of your work in the Pacific Northwest Glass Guild (PNWGG) Individual Artist Spotlight display area, please complete and return this page when you drop off your piece(s).

One Artist per form. Please print clearly. Thank you!

What is the PNWGG Individual Artist Spotlight?

A display area is often incorporated into the PNWGG booth area (some have called it a pedestal display piece) for artists who can not commit to a booth at the Gathering of the Guilds. This year we are calling these Spotlight pieces to distinguish them from the Gallery area reserved for special pieces from artists with booths. Display of your artwork is on a **first-come, first-served basis**, dependent upon available space. Items placed in the PNWGG Spotlight display are for sale and, if sold, may be replaced with up to two additional items from the same artist. The PNWGG will provide pedestal space along with lighting for the display. If your piece requires hanging, please let the PNWGG Team know in advance so we may try to make arrangements for such display. Special display requirements such as stands, jewelry displays, armatures, chain, bust and fabric are the responsibility of the artist.

There will be a \$100 fee for participating as a Spotlight Artist. In addition to the fee to participate, artists will be charged a 25% commission (No discount for volunteering). Please complete the on-line form <https://airtable.com/shrT9HeGJjggWayKl> if you intend to submit a piece for the display. This preliminary information will help the PNWGG Team determine what will be required to showcase each item correctly. We understand things may change between the time you submit your application and the actual time of the show – just keep us informed if things do change dramatically in display method and/or size.

All PNWGG items, along with any support materials, must be delivered to the PNWGG area no later than 6pm Thursday before the show in order to give the team sufficient time to properly set up the display. Any items submitted after the 6pm deadline, but before the 10am Friday opening of the show, may be accepted on a space available basis only.

If your item sells we will phone or email before the show closes and mail you a check about 2 weeks after the show. If your item does not sell you must pick it up between 4pm and 5pm on Sunday April 30th or make other arrangements with the show coordinator.

Place a label with your name and cell number on the back of the item; label any support materials with your name, and indicate if it is included in the price, has an additional cost, or is not for sale. **Place the price on the piece where it can be easily seen** so people do not need to handle the item to find the price.

If someone is interested in purchasing an item on display, the PNWGG Volunteer will instruct them to take the name card to the artist's booth to complete the sale. After the sale, an artist or the Show Coordinator will place a new item in the PNWGG – be sure it is labeled and priced!

Volunteers will be staffing the PNWGG Spotlight area during show hours, and reasonable precautions will be taken, but neither PNWGG nor the Gathering of the Guilds will cover any loss. You are required to sign the release below before any piece will be accepted for display.

ARTIST Name	Description Please give a brief description of process, materials, etc.
Cell Phone	Approximate size of item #1 in inches: Height Width Depth
E-mail Address	Approximate size of item #2 in inches (optional): Height Width Depth
Postal address to mail you the check after the show:	Approximate size of item #3 in inches (optional): Height Width Depth

Pacific Northwest Glass Guild (PNWGG) Participation Agreement

By signing this agreement, I understand that, although the PNWGG Spotlight display area 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 PNWGG Spotlight display.

Signature: _____ Date: _____

Fee Collected: _____ Commission Paid: _____