



# Collar City Clay Guild

## POTTERY FEST 2012

Dear Potter –

Last May, Collar City Clay Guild hosted Pottery Fest 2011 featuring clay demonstrations, live music and a Raku firing. This show & sale was tremendously successful and we are proud to announce the 7<sup>th</sup> Annual Pottery Fest will again be held at the Shaker Site near the Albany International Airport. This year's event is scheduled for the weekend of May 19<sup>th</sup> and 20<sup>th</sup>. Deadline for reserving your exhibit space at this event is January 31<sup>st</sup>, 2012.

CCCG is inviting regional potters and ceramic sculptors to participate in "Pottery Fest 2012". The Albany Shaker site has the capacity for (18) 10x10 spaces in the Barn and (19) located in the Meeting House. Multiple outdoor locations are also available. Our goal is to make Pottery Fest an annual attraction that brings regional clay artists together. We wish to showcase the diversity, range, and talent our area has to offer. Promotions sponsored by the Guild will include extensive regional advertising, event brochure, print ads, TV and radio spots.

There are three main requirements of this event:

1. Membership in the Collar City Clay Guild (see insert)
2. All work must be handmade by the Guild member.
3. All artists must be present at the show.

Pottery Fest 2012 is scheduled for the weekend of May 19<sup>th</sup> and 20<sup>th</sup>. Entry fee for attendees will be \$5 with children under 12 free. One dollar of every admission will be contributed to 2012 Empty Bowls, a Guild charity event or the regional food bank. In 2011, \$700.00 from admissions was donated to the regional food bank. An abundance of free parking is available at the Shaker Site. Show hours are to be 10am to 4pm each day. **Cost for each 10x10 booth space is \$100.**

Registration and total booth fee must be submitted by January 1<sup>st</sup> for reservation of exhibit space. Booth consideration is first come first serve, and exact location of booth within each venue will be chosen by lottery. Unfortunately, no refunds will be accommodated. Your entry fee is needed to facilitate the show and all the expenses required in advance of the event. Your booth may not be transferred to another artist once registered.

Each artist is responsible for their own setup, sales transactions and taxing requirements. Lost, stolen, or damage to the artist or their artwork will not be the responsibility of Collar City Clay Guild or the Shaker site. Confirmation of your registration will be made via email.

We look forward to hearing from you!

Stephanie Wojtowicz  
Chair, Pottery Fest Committee  
518.225.6485



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### REGISTRATION FORM

Artist Name: \_\_\_\_\_

If shared booth 2<sup>nd</sup> artist name: \_\_\_\_\_

*\*\*Note: no more than 2 artists per booth please*

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Collar City Clay Guild Member:  Yes  No (\$25 Membership Fee Rqd)

Preferred Booth Location\*:  Barn  Meeting House

Outdoors (will provide own shelter)

*\*Consideration only will be taken for your selected location based on when payment is received. Your selection does not guarantee you will be placed in desired location. Exact booth number within each venue will be chosen by lottery\**

Brief Description of Work: \_\_\_\_\_

Total Payment Enclosed: \$ \_\_\_\_\_

Total booth fee of \$100 and Guild membership fee due no later than January 31, 2011.  
Please make checks payable to *Collar City Clay Guild*. No cash please.

Entry forms and payment send to:

**Collar City Clay Guild**  
**PO Box 811**  
**Troy, NY 12181-0811**

- All payments must be received by January 1<sup>st</sup>, 2010 to ensure best location.
- All booths will be assigned on first come, first serve basis.
- All setup, display and teardown will be each artist's responsibility.
- No more the (2) artists allowed per booth space.
- Your booth cannot be transferred to another artist once registered.
- Electric outlets are available at regular intervals when indoors.
- Sales transactions will be made individually by participating artists.
- Sales Tax Identification number is required for each booth and will be each artist's responsibility to acquire.
- No refunds will be accommodated. Your entry fee is required early so that we may produce the event.
- Neither CCGG nor the Shaker site is responsible for stolen, lost, or damaged items. Indoor booths will be secured overnight, but no special accommodations will be made for outdoor booth spaces.