

Gathering of the Guilds – PBS General Information

Oregon Convention Center – Hall D– April 19, 20, 21, 2023
Fri. 10:00a.m.-7:00p.m.; Sat. 10:00a.m.-6:00p.m.; Sun. 10:00a.m.-4:00p.m.

Please read all documents carefully. There are changes!

New this year:

Visit <https://www.cognitofrms.com/PortlandBeadSociety1/PortlandBeadSocietyApplicationContract>

for access to the contract, booth price options, and equipment needs. Submit your application at the website above.

- **Everything has gone up in price. Access to an electrical outlet is over \$100 per booth. In an effort to keep prices affordable for our vendors, we would like to know if you need to plug into the strips provided. The information will be analyzed to keep costs low for this year, and decisions will be made accordingly.**
- Every vendor must be a PBS member as of August 5, 2023 to apply. The application deadline for current members is January 13, 2024.
- New PBS member's applications will be considered if booths remain unfilled after the deadline. Please see PBS website www.portlandbeadsociety.org for the membership application. Please join right away if you are interested in this show, your seniority will help you.
- **All vendors must create their own artwork. Mass-produced beads and beadwork or work created by someone other than you is NOT acceptable at this event. This year any suspect, mass produced items will be questioned and may be disqualified from the show.**
- Every vendor must submit a completed Application/Contract AND Booth/Equipment Fees. Please review your paperwork, keep a copy, as all incomplete applications will be returned.
- Every vendor **MUST** submit a minimum of 2 and no more than 5 photos of your work. Your application will not be considered complete without photo submissions.
- Every vendor agrees to adhere to OCC regulations concerning COVID-19.
- PBS booth layout is basically the same as past years. Tables are not included in the booth fee but can be ordered separately. Please read the Booth/Equipment Fees page to make your decision.

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- Priority in booth placement will be given to vendors with the greatest longevity, active PBS participation and the earliest applications. Placement also takes into consideration the appearance and flow for the customer. We want to entice them to see everything! Every effort will be made to accommodate booth placement requests, but they cannot be guaranteed.
- The five Guilds are in Hall D with the Oregon Potters Association next to us. Both groups will share the lobby which will have interesting demonstrations from other art organizations. The potters would like a more co-operative show with the guilds. This year there will likely be a shared information booth and shared gallery space.
- **Gathering of the Guilds Advertising:** Advertising will be ongoing up to and during the show. We have a very robust advertising plan, including postcards, print media, radio and social media. The earlier photo submissions will receive the most advertising representation. Please submit your photos early.
- **Photo submissions:** vendors **MUST** submit artwork photos. Up to 4 images per artist will be accepted. These may be used in online advertising, print advertising such as postcards, save the date cards and other media. Submissions are due no later than January 13, 2024, **early submissions are encouraged**. The artwork in the photo does not need to be of new pieces for this show, but should be representative of your work. I can offer help with photos. Please ask. Contact Amy, at the number below.

Images must be:

1. High resolution: (300 dpi or more)
 2. TIFF or JPEG files
 3. Each photo must be labeled with: Artist Name_Guild_Image Number.jpg or tif
- example: Jane_Jones_PBS_01.JPG
 - DEADLINE: January 12, 2024
 - Send photos to: at.gotg33@gmail.com

Questions? Contact Amy Taylor 503-481-4989 email at.gotg33@gmail.com

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