

***The Bay Area Glass Institute,  
Palo Alto Art Center,  
& Palo Alto Art Center Foundation Present:***  
**The Great Glass Pumpkin Patch® 2019**

You're invited to exhibit and sell your beautiful glass blown pumpkins, gourds,  
leaves, mushrooms, apples, pears, and flowers at the

**24<sup>th</sup> Annual Great Glass Pumpkin Patch® 2019**

***Event Specifics***

**Location:** Palo Alto Art Center, 1313 Newell Road, Palo Alto, CA 94303

**Sale Dates & Times:**

Saturday - Sunday                      September 28<sup>th</sup> - September 29<sup>th</sup>                      10:00 a.m. – 5:00 p.m.

**Set-up Date & Time (artists):**

Friday                                      September 27<sup>th</sup>                                      9:00 a.m. – 5:00 p.m.

**Take-down Date & Time (artists):**

Sunday                                      September 29<sup>th</sup>                                      5:00 p.m. – 8:00 p.m.

**The Great Glass Pumpkin Patch® (GGPP19) is hosted by 3 organizations (in alphabetical order):**

The Bay Area Glass Institute (BAGI), The Palo Alto Art Center (PAAC), Palo Alto Art Center Foundation (PAACF).

**1. Artist Participation (as an individual and/or a group)**

GGPP19 participants may participate as an individual artist or as a part of a group. Individual artists must list only their name on their work and their product tags. Those participating as a group must list the group's name on their work and product tags. For the past 24 years the Great Glass Pumpkin Patch® (GGPP) has strived to be the premier and most unique exhibition of glass blown pumpkins throughout the Greater Bay Area. In order to preserve the unique character of the GGPP exhibit and sale, we require all participants in the GGPP19 exhibit and sale to not have sold or exhibited products similar to the products the participants intend to sell or exhibit at the GGPP19 show, at any public show similar in nature and in close proximity – in terms of both time and location – to our show. Accordingly, we retain the discretion to deny participation in the GGPP19 to any artist who has participated in an exhibition of glass blown pumpkins similar to the Great Glass Pumpkin Patch® during the four weeks prior to the GGPP19 show through the pendency and conclusion of our show, at any location within a 10 mile radius of the GGPP19 exhibit and sale.

## 2. Product Guidelines

In an effort to maintain the GGPP19's standard of quality artwork there are a few product guidelines:

- A. Pre-approved items that are acceptable to sell at the GGPP19: Pumpkins, gourds, mushrooms, leaves, fruit, and flowers.
- B. All items must be at least 90% glass, made by participating artists or teams. No imported, mass-produced items are allowed. All items must be well made and safe, containing no sharp or dangerous edges.
- C. Due to the delicate nature of glass pumpkins please attach the stems securely to at least 2 points on the pumpkins.
- D. All Artist tags must be appropriate both verbally and visually to be allowed in a family oriented event. All tags not adhering to this rule will be removed from the patch permanently and not allowed to return.
- E. **Participants that would like to sell an item that isn't listed as pre-approved**, must submit item description and a photo, or sample to the event contact below no later than July 15<sup>th</sup>, 2019. Participants that have artwork requiring special set-up needs (e.g. flowers that need to be anchored down in pots, itty-bitsy pumpkins that need to be in special displays, fused pieces that need to sit flat...) must indicate the need on their product agreement form. Doing so will help the event organizers better plan for displaying your artwork. **Note:** BAGI, PAAC and PAACF reserve the right to refuse to sell any/all vendor item(s).
- F. **All items must sit flat on the ground. No structures, except the BAGI boxes, will be permitted in the patch.**
- G. **All pumpkins are to be installed during the exhibit set-up day, September 27<sup>th</sup>. No pumpkins will be placed into the exhibit area after this date without prior approval.**

## 3. Artist's Commission

### Artist Commission Pay Schedule

Event Gross Sales	Artist Commission	Merchant Service Fee	Actual Artist Commission
\$0 - \$350,000	60%	-2%	58%
\$350,000 - \$374,999	62%	-2%	60%
\$375,000 +	64%	-2%	62%

Artist Commission checks will be issued to artists by the **last week of October 2019**.

## 4. Staffing

**Participants and/or their representative are not required to work during the sales days, but are encouraged to be onsite as much as possible to engage the shoppers and help sell your work.** If you would like to assist with the set-up and tear down of the exhibition area, we'd love the help.

## 5. Inventory & Labels - **Bar code requests must be in by August 30th, 2019**

Participants will be provided bar code labels at no cost. Participants are responsible for adhering bar codes to their items prior to set-up. **\*IMPORTANT – Bar codes labels from the 2018 season will work this year. There is no need to re-label last year's pumpkins.**

Please email **bar code requests to Sarah Corneille at [sarah@bagi.org](mailto:sarah@bagi.org)**. Each participant's request must include the participant's name(s), item description(s), and quantity of each item and the price per item. The following is an example of label request format:

**Individual's/Artist's Name:** Jane Artist

Item	Qty.	Price per Item
Flower	20	\$15

### ***Labels are an Artist's Marketing Tool***

Participants who want their pumpkins, and other items, to be easily recognizable will include stellar labels. Remember, every pumpkin is a way to market your business. Use that marketing space wisely. Labels should be: 1) Big enough to place a UPC label (approx. 1"x1") on one side and your contact info on the other. Don't make your labels too big... as they detract from your artwork 2) Stylish enough to show that the participant *cares* about their artwork and 3) Able to withstand the elements (rain, dew, sun, wind.) 4) All Artist tags must be appropriate both verbally and visually to be allowed in a family oriented event. All tags not adhering to this rule will be removed from the patch permanently and not allowed to return.

## **7. Great Glass Pumpkin Patch® Official Website**

([www.greatglasspumpkinpatch.com](http://www.greatglasspumpkinpatch.com))

The official Great Glass Pumpkin Patch website is up and will continue to be a portal for patch information. Besides having basic event specifics posted, there will be an artist's specific page that will include a blurb about the participating artists (short bio, link to their site, their e-mail and 1 pumpkin specific image\*). We will contact participating artists separately for this information.

*\*Artists wishing to have their information included on the GGPP19 official Website must comply with the provisions of Section 1 above*

## **8. Statement of Respectful Behavior**

The Palo Alto Art Center, the Bay Area Glass Institute and the Palo Alto Art Center Foundation are committed to providing an event environment that respects the worth and dignity of all involved, without regard to position or duties. All are expected to treat fellow community members with civility, respect and courtesy, and with an awareness of the potential impact of words, actions and behavior. Our goal is to serve as a model for each other.

In order to participate in the Great Glass Pumpkin Patch 2019® you must complete **Section 1 & 2 on this page** and return the ORIGINAL completed sections of the contract by Saturday, June 29<sup>th</sup>, 2019 via:

E-mail to: [sarah@bagi.org](mailto:sarah@bagi.org) Mail to: BAGI, 1650 Senter Road, San Jose, CA 95112

## **Section 1: Participating Artist Information**

Artist/Organization Name: \_\_\_\_\_

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

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

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

If you are participating as a group, please include:

- Contact information for each group member (use additional pages if needed)
- How you'd like the artist's commission to be paid. Your choices are:

Split artist commission equally amongst each group member listed (each person must sign this contract)

Pay one person the entire artist commission. The person to be paid is:

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

## **Section 2**

### **Liability**

The Bay Area Glass Institute (BAGI), Palo Alto Art Center (PAAC) and Palo Alto Art Center Foundation (PAACF) will take every possible precaution to ensure the safety of all glass items displayed and/or sold at the Great Glass Pumpkin Patch®. However, BAGI, PAAC and PAACF are not responsible for any lost, stolen, or broken items.

### **Participant's Agreement**

I have read, and accept, the terms & conditions listed on this GGPP19 contract. I agree to provide the GGPP19 organizers with an inventory list that I intend to sell at the GGPP19. I agree to set-up and takedown my artwork during the hours listed in this contract. I further agree that I am responsible for my inventory and will not hold BAGI, PAAC and/ or PAACF accountable for any breakage, theft and/or missing items. All participating members must sign this contract. Their signature represents either themselves and/or their organization. Thus, all members of an artist's organization must comply with the contract's specifics.

**Agreement Approved by:**

Participant's Printed Name \_\_\_\_\_ Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participant's Printed Name \_\_\_\_\_ Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participant's Printed Name \_\_\_\_\_ Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participant's Printed Name \_\_\_\_\_ Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_