

Foothills Art Club Art Show and Sale Guidelines

The Foothills Art Club welcomes all members to participate in our Art Show and Sale.
You are the reason for the success of the Show!

INFORMATION FOR YOU, THE ARTIST

Paintings:

- Only original 2 D art will be displayed, no giclees, prints, or reproductions.
- Art is to be framed, wired, and ready to hang.
- Unframed, Gallery-wrapped pieces, a thickness of 3/4" or greater, nicely finished (painted) on all sides and wired, ready to hang.
- 'Gallery wrap' refers to the position of staples - the canvas should not be stapled on the sides of the canvas frame, but staples out of sight on the back.

Number of Paintings:

- Artists can submit a maximum of seven (7) paintings at one time (less if the paintings are extremely large – consideration will be given to the overall amount of space each artist uses in total to ensure everyone has equal opportunity to display their pieces).
- The set up committee will endeavour to hang the maximum number of paintings, and the final decision will be made once the committee knows the number of paintings being submitted and the size of the paintings.
- Two extra paintings can be kept in reserve in your car, so when one is sold, there is another readily available. Up to 9 labels will be printed for you, as well as for your boutique entries.
- If the artist wishes to display NFS (Not For Sale) paintings, they will be included in the 7.

Art Boutique:

- Original art priced under \$100, as well as original art cards, will be displayed in the Art Boutique.
- Maximum number to be entered of small works: 5.
- Maximum size no larger than 9" x 12".
- Unframed watercolours or drawings are to be matted, covered with glass or plastic wrap.
- Unframed pieces should be finished on all sides.
- Entries must have the artists name and price clearly displayed and printed on tags.
- Please put your art cards in one (1) shoe box, or the equivalent size. That way there will be enough room for every artist to display their work on the tables.
 - They must be priced in increments of \$5.
 - Check with the show coordinator with any questions in this regard.

Fees:

- \$5 per painting up to \$25 for showing your paintings.
- If you are only entering pieces in the Art Boutique, the total fee is \$10.
- Entry List and the Declaration by Artist are due with FEES two weeks before show.
- For each painting sold, 15% of the sale price will be deducted and paid to FAC as commission to cover the cost of hosting the art show.

Sales Tags:

- Your Entry List should include any backup paintings. Information required:
 - Artist Name
 - Name of the piece
 - Medium
 - Price (in \$5 increments) or NFS (Not for sale)
 - Outside framed size
- The sales tag coordinator will print blank cards to be filled out by the artists.
- Sales Tags will be available to be picked up at the art club meeting previous to the show, or at time of set up.
- Name Tags will be given to you when your fees are paid – Wear them on the day of the sale!

Declaration by Artist:

- States that the piece is an original idea, inspired by, or used with permission.
- All submitting artists must sign the declaration to participate in the sale.
- This form is at the end of the Entry List. Please print it off and bring it or email the week before the show.

Door Prize:

- One month before the show members are encouraged to submit one (1) original art entry, to be voted on by a silent ballot by the members in attendance for the selection of the door prize. The piece with the most number of votes will win. If there is a tie for first place, there will be a second ballot between the two pieces that tied for first. If after one hour of re-balloting, a clear winner has not been declared, the Art Show and Sale Coordinator will cast the deciding vote.
- FAC will pay the artist a \$100 honorarium for the painting and pay for the cost of the framing.
- The door prize draw will be at the end of the Art Show and Sale.
- Members and patrons are not eligible to enter the draw.

Criteria for the door prize:

- Entries to be 9” x 12” or less
- Unframed or Gallery Wrap
- Cover your signature for the vote only

Door Prize Draw slips:

- The show coordinator will make sure there are adequate draw slips, a basket and pens for the draw, the door prize painting, and an easel to display it on. Draw slips have been printed.

Other information for display table:

- Club pamphlets.
- Promo
- Individual business cards

SHOW DETAILS AND COORDINATORS' INFORMATION

Expenses:

- Please be aware that any expenses need to be approved by the Art Show and Sale Committee prior to the expense being incurred. Proposed expenses should be discussed at the **Coordinators Mtg** prior to the show.

Art Show and Sale Coordinator and Assistant:

- The Coordinator will organize and format lists and information for the upcoming Art Show, asking for Coordinators for each department
- Emails are to be sent out to encourage participation. We need all our artists to be involved and prepared to submit their amazing work!
- A signup sheet is made for volunteers, to encourage involvement.
- The club will be updated with a general 'Show Talk' before the show with final spaces being filled and questions answered.
- The Coordinator is to be on hand throughout set up and hanging, and be available throughout the day of the Art Show and Sale, until take-down is complete.

Advertising Coordinator and Committee:

- The Advertising Coordinator and Committee are responsible for all advertising, posters, signage, newspaper articles, etc. See section on Advertising for FAC Art Show.

Pick – Up and Set up Coordinator:

- The Coordinator is responsible, with a team, to pick up, and return all items for the art show that are in storage.
- Storage items to be picked up prior to the show, followed by set up at the venue.
- The Setup Coordinator and Committee and the Art Show Coordinators will be on site to prepare the venue for receiving the artwork.

Hanging of Art Work by Hanging Coordinator and Committee

- Artists will hang their own works for purposes of security and sales, and to expedite the process.
- The Hanging Coordinator and Committee and the Art Show Coordinator will make every effort to arrange paintings so that everyone's art is nicely presented and fairly distributed throughout the venue.
- The hanging committee will have authority to make repairs and address unsuitable submissions at the art show and sale. The submissions will not be inspected at the door.
- The hanging committee will have tools on hand to make repairs if needed.

DAY OF THE SHOW AND SALE

- **Signs** are placed around the sales venue under the direction of the advertising coordinator (see Advertising section).
- Artists - Please remember to wear your name badges to the sale.
- Artists – be ready for any opportunity to help out at any time as the need may arise!

Greeters:

- Greeters are to be in place prior to your scheduled time. Please report to the Greeter Coordinator
- Greeters should stand at the door with a greeting and smile for each guest.
- Welcome each person, tell about door prize, coffee, etc.

Floor Walkers:

- are the hosts and hostesses for the show! Hospitality is an important role of the floor walker!
- They will answer questions about the Art Club, make introductions to artists.
- They remove paintings from the wall for the customer, and take the artwork to the sales desk, in order for the customer to pay for the item(s).
- Notify the hanging committee that another painting is ready to be hung in the space.

Boutique:

- The Boutique Coordinators will set up and maintain the boutique in an attractive fashion.
- They will also be available to assist with art cards, and direct people to the sales table.

Sales Desk and Wrappers

- A team of two sales persons will assist the customer, one to collect the money, one to document the sale.
- All sales are final.
- The painting is then handed off to the Wrapper.
- There needs to be 2 designated wrappers per shift, with at least one active at the table at all times.

Refreshment Table:

- The Refreshment Coordinator is in charge of buying and setting up tea, coffee and water for the show and for maintaining a clean area throughout the show as well as clean up.
- Please have coffee ready before the sale begins.
- There will be no sweets or finger foods served at this show due to limited space.

End of the Sale:

- The Art Show and Sale Coordinator will announce the end of the sale when shoppers leave the venue,
- The door prize will be drawn and winner announced.
- Artists, or their designate, are asked to be at the show just prior to the end of the show, then to collect their art and remove it at 4:00 from the site promptly, and then return to assist with the show take down.
- The advertising coordinator or team member will collect all signs.
- After the sale the treasurer will get the cash, etc, and calculate the payout. Treasurer will photocopy the receipts, if needed, to ensure every artist gets a copy of the sales receipt. (If there is only one seller on a slip no photocopying required.)
- Funds will be dispersed at the next Art Club meeting or mailed to the recipient.

Thank you to everyone for volunteering, sharing your great artwork and being a part of this Fall Art Show. You are amazing!!

Foothills Art Club Art Show and Sale Schedule

SCHEDULE: St. Andrews United Church

FRIDAY

6:30 Storage items picked up by the pick up committee

7:00

- Trucks will arrive with grids, small easels and table clothes.
- Setup people need to be on hand to move quickly in preparation
- The Show and Sale will be held in the art room (Hall) only

8:00

- Art will be hung or placed on tables by the artist. This is including all Art Boutique.
- The Art Co-ordinator and hanging committee will do a final review and ensure all is organized and well presented.

SATURDAY

9:00

- Signage to be placed in key locations and taken down at 4:00
- Coffee on

10:00 Foothills Art Club Show and Sale Begins

- Artists are encouraged to bring a lunch or snacks, which should be eaten in the kitchen, as there are no goodies for the guests.
- Artists should not park in the main parking lott.

4:00 Art Show declared closed

4:15 Take down

FOOTHILLS ART CLUB SHOW & SALE DECLARATION

NAME OF ARTIST _____

ENTRY LIST FOR SALE

ART SHOW ENTRY FEE \$25

	NAME OF PAINTING	MEDIUM	PRICE
1			
2			
3			
4			
5			
6			
7			

Two extras can be used to replace any of the above that have been sold. Please keep in vehicle until needed. List extras here:

1			
2			

Art Card Boutique – Small paintings & cards – see guidelines.
 Each card or set of cards should be in \$5.00 increments.
Art boutique entry fee \$10 if not paying \$25 above.

1			
2			
3			
4			
5			

I, _____ HEREBY REPRESENT AND STATE THAT ANY AND ALL ART THAT I HAVE SUBMITTED FOR SALE AT THE ART SHOW & SALE PRESENTED BY THE FOOTHILLS ART CLUB ON _____, 202____ IS ORIGINAL ART WHICH I HAVE CREATED FROM PHOTOS, MEDIA OR EXPERIENCE, OR HAS BEEN CREATED FROM PHOTOS OR MEDIA FROM ANOTHER PERSON WHO HAS GRANTED ME THE RIGHT TO USE THE SUBJECTS FOR THE PURPOSE OF MY ART. THE ART THAT I AM OFFERING FOR SALE HAS NOT BEEN COPIED FROM ANY OTHER PAINTING, PHOTO, SCULPTURE, FILM OR MEDIA FOR WHICH I DO NOT HAVE PERMISSION IN WRITING.

DATED AT COCHRANE, ALBERTA THIS _____ DAY OF _____ 20__

Artist's Signature _____

