



ARTISANS GUIDELINES

November 2 - December 14, 2019

ArtSea Gallery @ Tulista Park, 9565 - 5th Street, Sidney, BC

Register on Wednesday, OCTOBER 2 from 4:30 - 6 pm in the ArtSea Gallery
No registrations will be accepted after this date.

Please bring the following items:

- **Artisans Application Form** – completed (2 copies)
- **Artisans Inventory Form** – with all items listed (2 copies)
- **Registration Fee - \$25, non-refundable**, payable by debit/credit card, cash or cheque

Note: A current ArtSea membership is required.

GUIDELINES

Quality Assurance: In order to assure quality standards we ask artists **new to the show** or artists submitting work in a **new medium** to provide the Artisans Committee with two samples of their work at the time of registration. Artisans reserves the right to decline work at registration and throughout the show. The following guidelines apply:

- Artwork must be the artist's original work and not commercially produced. The printing of cards and books are exceptions.
- Work made during a class is ineligible. Any item using a commercial kit/pre-printed panels is also ineligible.

Inventory: The Inventory Form must list all items that you are planning to sell at Artisans.

- Two copies of this form, one for the Artisans Committee and one for your records, must be brought to Registration on the date noted above.
- The inventory numbers that are assigned to you are computer-generated after the registration process. These numbers will be emailed to you.
- **Please ensure that every item that is brought in on intake day has a clearly displayed inventory number and price on each item - no inventory numbers will be assigned that day.** Bring in 2 copies of the inventory form that lists the computer generated inventory numbers in order to note any changes as a result of the intake process.
- Please bring in your items in your own bins/boxes or other containers that allows us to safely and securely store the items during the show. ***These containers must be clearly and securely marked with your name and contact information.***
- Intake volunteers will match the submitted items to the inventory listed on the inventory sheet.

- To ensure that all artists participating in Artisans have a share of the limited Gallery area, the Artisans Committee will use their judgement to accept inventory that will fit into the shared space. Additional inventory may be stored in the storage area for restocking but, due to limited storage space, additional items may have to be returned to the artist at the time of Intake.
- Inventory will be replenished from the stock room as items are sold. Artists will be contacted if more inventory is required.
- The minimum price for cards is \$5.00. Each item is to be individually priced. We will not accept multiples for a set price (ie. 2/\$7)
- It is up to the discretion of the show setting/maintaining crew where artwork will be placed. Small artists props will be accepted at the discretion of show committee.

Commission / Volunteering: The **Artisans** show and sale is run by volunteers at the direction of the Artisans Committee.

- Artisans will be charged a commission of **45%** on sales. The commission is reduced to **25%** if you volunteer as a floor attendant during the show (number of shifts depends on the number of entrants).
- Please note that the schedules are 10:00 to 1:00 and 1:00 to 4:00. **You must be available to work your whole shift. If you are unable to fulfill your commitment, you are responsible for finding a replacement from the volunteer list and contact a member of the ArtSea Committee to advise them of the change. Volunteers also agree to allow ArtSea to share their contact information for the purpose of arranging the volunteer schedule.**

Demonstrations: Demonstrations are encouraged to enrich the show. Our customers love meeting artisans in person! In quiet times, we encourage you to bring something to work on. **Please remember that if you are demonstrating you must still help with visitors.**

Note to Artists:

Items in this show are often purchased as Christmas gifts. Past sales have been predominantly smaller, less expensive items such as mittens, toques, scarfs, placemats, aprons, Christmas ornaments, jewelry, etc. Artisans participating in this show may want to plan their items with this information in mind.

Important Dates

Oct 2 (Wed)	4:30 - 6 pm	Registration -bring inventory form, registration fee, volunteer sign-up date(s)/time(s) and sample work, if required
Oct 9 (Wed)	4 pm	Deadline for inventory forms to ArtSea Gallery
Oct 29 (Tue)	10 am - 12 noon	Work will be received (intake)
Nov 2 (Sat) to Dec 14 (Sat)	10 am - 4 pm	Artisans Show - Open seven (7) days / week
Dec 14 (Sat)	4 pm	Show closes
Dec 17 (Tue)	11 am - 1 pm	Artisans collect remaining inventory & cheques