

## Artist Information

This sale is open to any current SCAA member. If your membership is due to expire during the sale, you must rejoin at the time of registration. If you're not a member, join us! The commission split for all work sold is 70% to the artist with 30% to SCAA.

### Steps

1. Register for the sale here, at the gallery during office hours, or by phone (401) 783-2195.
2. Read all the instructions below or download a copy.
3. Sign up to volunteer and receive a reimbursement up to \$40 off your registration fee.
4. Drop off your artwork.
5. We need your help publicizing the sale. Scroll down to the bottom of this page to download graphics that you can post on your social media letting everyone know that you're selling your artwork!
6. Stop by during the sale to see if you need to bring more inventory.

### Holiday Sale Dates

Friday, November 29 – Saturday, December 21

Wednesday - Sunday | 10am - 6pm

### Registration

Registration \$60 until November 15

Late Registration \$120 (after November 15)

Register at the gallery during office hours, online or by phone (401) 783-2195.

### New Information

Every year, our holiday sale grows with more artists participating and more shoppers coming to buy your work. This year, to ensure we accurately keep track of all your sold art, we're switching to a digital checkout process. This new system will speed up the checkout process and allow us to track your sales efficiently and accurately.

When a customer is ready to pay, we'll take the price label off the piece and input the price into our new register under your artist code. All the labels will be placed on a daily sheet instead of the individual artist sheets we've used in previous years. We will not keep track of your inventory but you do have two choices. You can look through the daily sheets to find your sold work labels. If you want to see how much you've sold, we can print out a report for you with the number of pieces, prices of your sold work and total sales at any time during or after the sale.

Due to increased credit card processing fees, we will charge a 3% service fee on all credit card purchases. This service fee will not apply to cash, debit cards, ApplePay and checks.

Due to the limited amount of baskets and the high demand for them, artists are allowed only one basket.

Items must be priced in whole dollar amounts. No cents.

### Artwork Drop off

Sunday, November 17 from 1-5pm

Wednesday-Saturday, November 20-23 from 1-5pm

- After unpacking your work, please remove all packaging (boxes, tote bags, etc.) from the building.
- It is highly recommended and preferred that artists drop off extra inventory at same time of initial drop off.
- Extra inventory is to be placed in the Inventory Hallway. Historically, the highest sellers in the sale are those artists who have periodically, throughout the sale, dropped off extra inventory.
- Maintaining your own inventory sheets are highly recommended.
- All artists are encouraged to bring in additional inventory throughout the sale and place in the back hallway and/or little storage/mug room. NOTE: Only the shift volunteers and staff are allowed to rearrange, relocate, remove or place new merchandise on the floor during the sale.

### Artwork Pick Up

Saturday, December 21 from 6-8pm

Sunday & Monday, December 22- 23 from 10am-4pm

- Either the artist or a responsible designated person must remove all unsold work & inventory no later than 5pm on Dec. 23. Commission checks will be distributed only after your unsold art and inventory are removed.

### Volunteer Reimbursement

\$20 for working 2 shifts (minimum)

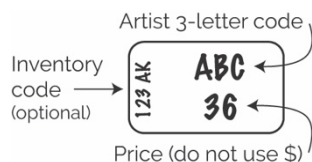
\$30 for working 3 shifts

\$40 for working 4 shifts (maximum)

Schedule your shifts at [southcountyart.org](http://southcountyart.org) > Holiday Sale > Artist Information. Click on "Volunteer Sign-Up" link. Volunteer reimbursements will include shifts to help setup before the sale begins, during the sale, and breakdown.

### Label Requirements

- Each item must be marked with the price and your artist's three-letter ID code on a label.
- Labels must be removable and indicate the required information.



- We suggest using Avery #5424 Removable Stickers, found at office supply stores.
- Tags with strings must display a removable label with the required pricing information.
- A set/grouping of items being sold together requires specific label information: ["set 1 of 2"] ["2 of 2"] with the price indicated on only one item in the set/grouping. ("2 for ..." pricing is not allowed in this sale).
- If a label falls off an item, it will be removed from the sales floor. The artist must replace the label.
- Any items not following these requirements will be removed from the sales floor.
- Items must be priced in whole dollar amounts. No cents.

### Eligible Artwork

- New, original fine art is eligible to be sold - includes prints (limited edition), paintings, drawings, photography, pottery, sculpture, fiber art, collage, jewelry and handmade cards. Not eligible are t-shirts, knit/crochet items, plants w/soil.
- No seconds may be sold at any point during the sale. Old artwork art is appreciated but not recommended.
- If you have questions about product eligibility email [info@southcountyart.org](mailto:info@southcountyart.org).

## **Baskets & Displays**

- Regulation SCAA baskets are allowed to display small items. Baskets are available for sign-out in the office and are first come, first served.
- One basket is allowed per artist.
- Baskets and display props must be dropped off with initial inventory.

## **Pottery**

- At the initial set-up, twelve (12) pieces of pottery for each artist will be displayed. Additional pieces will be displayed if space allows.
- In addition to the initial (12) pieces, each potter may display unlimited mugs and one (1) regulation basket for small items.
- Raku and pit-fired work must be clearly identified on an additional/separate label attached to the pot with either "Not food safe" or "Decorative."

## **Framed 2D Art**

- At initial set-up, maximum of 10 sq. ft. of art will be hung/displayed per artist.
- All 2-D art that is hung on the walls must be wired with picture-hanging wire. No piece may exceed 16" x 20".
- Framed prints and photography prints must be signed 'individually'. No posters, calendars, bookmarks, etc.

## **Unframed 2D Art**

- Must be matted and protected with plastic.
- Prints must have the artist's signature and limited edition number.

## **Jewelry & Small Items**

- Small items may be packaged in individual display bags - sandwich bags are not allowed.
- Small, separate personal jewelry displays are allowed but subject to committee approval & each display is counted as one (1) basket.

## **Liability**

All artwork will be handled with the utmost care. SCAA is not responsible for damage or theft that occurs.