

# Civic Arts Sale

## APPLICATION FORM – Page One- Sale Dates Apr 17 - 20, 2008

Please read this carefully. It will answer most of your questions and please make a copy of this for yourself for future reference. All of your prices must be full dollar amounts. If they are not these pieces will be taken out of the sale – no exceptions.

### Conditions of Participation:

1. I understand that all reasonable care will be taken to protect my artwork from loss, damage or deterioration, but in any event I hereby release Civic Arts Education, the City of Walnut Creek and its agents and employees and the establishment where the show is located and its agents and employees from any and all liability for damages to or loss by theft of any entry while such property is on the described premises, on the city property or being delivered to, or removed therefrom.
2. I understand that unless written notice to the contrary is given, objects may be photographed and reproduced for normal publicity purposes, before, and during the exhibition and for condition records.
3. Any work left more than 30 working days from the date submitted, without express permission or arrangements in advance, automatically becomes the property of the City of Walnut Creek.
4. I understand that all costs of publicity for the exhibition will be borne jointly or separately by Civic Arts Education and the establishment where the exhibition is located, and any publicity materials prepared or paid for by me must be first approved by Civic Arts Education.
5. To participate in the show you must work at least 1 shift in the gallery during the show hours. Remember to send in your shift requests with your application. Please advise if you can work more than 1 shift. If you do not work you must pay an additional \$25.00.
6. You must have taken a class at Civic Arts Education withing the last year or be currently enrolled in a class to participate in the art sale. This does not apply to CAE instructors.
7. I have read the entry requirements and the attached Invitation and agree to be bound by the terms thereof.

Artist's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature is required for participation)

Name \_\_\_\_\_ Your 3 Initials for inventory purposes(see pg. 3) : \_\_\_\_\_  
Phones \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Soc. Sec# for payment of sales \_\_\_\_\_ email \_\_\_\_\_

Last Class taken/taught at Civic Arts and date: \_\_\_\_\_

**Artist Fees: HANGING: 12 sq ft- \$15.00 18 sq ft -\$20.00 24 sq ft-\$25.00**

**30 sq ft-\$30.00** (items on walls will have to be hung 3 or 4 high; explanation of square footage ex: 24 sq ft. equals 3 ft high by 8 ft wide or 4 ft high by 6 ft wide

**TABLETOP: 1/2 half table - \$15.00 table(s) - \$30.00 ea.**  
(3' x 30") (6' x 30")

\*Please be advised, If you reserve a table as well as wall space your table display can be no higher than 16" to accommodate needed wall space

**Please indicate below the type of art you will be entering in the Sale:**

**No late applications will be accepted.  
RETURN THIS PAGE WITH  
YOUR CHECK PAYABLE TO "THE  
CITY OF WALNUT CREEK" FOR  
THE APPROPRIATE FEE  
By April 7 To: Christie Ferrell  
PO BOX 1514., Benicia, CA 94510**

## WORK SHIFT PREFERENCES:

Please mail these in with your application

Please indicate three work shifts you are available to work and rank them in order of priority, with “1” being your first choice, “2” your second choice, “3” your third choice. **Thursday and Sunday are the most popular days, but workers are needed thru out the sale! Please help by making only one choice for Thursday and/or Sunday.** Please let me know what you are best at – cashier, wrapper or floater. Instructions will be provided at the opening of the sale or before by request. You may demo your art instead of working a shift or do both! Extra volunteers are always needed.

_____	Thursday, 3:30-5pm	Help setup food, decorations, center display, final touches
_____	Thursday, 5-7 pm	Restock and clean food table
_____	Thursday, 5-7pm	Pour beverages, restock and clean beverage table
_____	Thursday, 5-7 pm	Cashier, wrapper, or floater (which job do you prefer)
_____	Thursday, 7-9 pm	Restock, clean food table, then put everything away for closing
_____	Thursday, 7-9 pm	Pour beverages, restock and clean beverage table, then put everything left over in refridgerator for closing
_____	Thursday, 7-9 pm	Cashier, wrapper or floater (please write the job you prefer)
_____	Thursday, 5 – 9	Take digital snapshots of opening night (any good Photographer available?)

_____	Friday, 10 am-1:00 pm		
_____	Friday, 1:00-4 pm	Demo 1:00pm – 4:00pm	_____
_____	Friday, 4-7 pm		

_____	Saturday, 10 am-12:30 pm	Demo 11:00am – 2:00pm	_____
_____	Saturday, 12:30-3 pm	Demo 3:30pm – 6:30pm	_____
_____	Saturday, 3-5 pm		
_____	Saturday, 5–7 pm		

_____	Sunday, 10 am-1:00 pm	Demo 11:00am – 1:00pm	_____
_____	Sunday, 1-5 pm	Demo 1:00pm – 4:00pm	_____

If you want to fulfill your work requirement by demonstrating what you do or doing a workshop, check off on the line next to the shifts during which you could demo. Artists who are unable to work a 2-3 hour shift will be expected to find someone to cover for them or contribute \$25.00 – No Exceptions! Please advise ASAP if you are unable to work your shift.

## Application Form - Page Two

Complete page 1 of the application form and mail it with the appropriate fee to be received no later than April 7, 2007. It is very important that you **KEEP A COPY FOR YOURSELF**. Between now and April 16, complete inventory sheet and each item of artwork to be sold. On Wed. **April 16**, bring your work and the completed inventory form to the Shadelands Auditorium, 111 N. Wiget (Corner of North Wiget and Ygnacio Valley Road) and set up your table or hang your work. **We will supply a black table cover, which reaches the floor. We need you to bring display furniture (racks, pedestals, etc.) to give a more vertical look to the tables.** If you cannot bring your artwork during the above receiving times, please make arrangements with another person to bring your artwork and inventory and set up your display for you during those times. No one is available to set up or take down your artwork otherwise. **ALL ARTWORK MUST BE SET UP BEFORE 6:30 PM ON WEDNESDAY!** Please read the entry requirements on the following page.

Shadelands Auditorium	DATE	DAY	FROM	TO
Set Up Show	4/16	Wednesday	11 AM	6:30 PM

<b>Show Opening Party</b>	Thursday 4/17/08	5 PM	9 PM
<b>Show Hours</b>	Friday 4/18/08	10 AM	7 PM
<b>Show Hours</b>	Saturday 4/19/08	10 AM	7 PM
<b>Show Hours</b>	Sunday 4/20/08	10 AM	5 PM

We encourage you to send or handout at least 50 postcards to your friends and family to let them know about the sale. Please pick them up at the Shadelands office. Postcards have been determined as our best advertisement. You can also email your friends/clients the website address for the Sale which is: <http://arts-ed.org/civicartssale.htm>. It will have the same information and graphics as the postcard.

The **Opening Celebration** is planned as a special event to meet the artists and make sales. Thursday night is the biggest sale period of the show because the artists are there (and the free food and wine!). Please invite your friends and family to attend. **Each artist is required to bring either: 1) an appetizer to share at the reception, or 2) \$15.00 to allow us to purchase food for you. We are expecting a large crowd.**

***Please note the time for picking up your work after the show. You may not remove your work before 5 P.M Sunday. If you cannot pick up your work between 5 and 6:30 pm., please make arrangements with someone to pick up your work for you. Thank you for your cooperation.***

<b>Pick up Art Work</b>	<b>Sunday</b>	<b>5:00 TO 6:30 PM</b>
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# ENTRY REQUIREMENTS AND INFORMATION

**Please read carefully, if your work is not presented properly it will be taken out of the sale. It will also be taken out if your prices are not full dollar amounts.**

All work submitted must be hand made from original designs. However, especially in the jewelry area, incorporation of commercially manufactured items such as findings and necklaces for pendants are common. The majority of the value and substance of each piece must be handmade, and **manufactured items may not be sold separately**. All work submitted must be available for sale. All artwork must be original, or numbered signed prints. Non-professional color photocopies are not acceptable. Signage for labels must be typed. Space will be assigned for each artist before the sale. In fairness to everyone, please keep in mind that you may not always receive the same space as in a previous sale year. Vertical displays are a very important space saver. If you make jewelry and need advise on where to get these displays we have several jewelers who can advise you.

Artists pay a 25% commission to Civic Arts Education on all sales, which will be deducted from the artist's sale proceeds. Insurance is the responsibility of the artist and entrant is required to sign a waiver (on the Application Form – Page One) to participate in the show. For items valued at more than \$500, a City of Walnut Creek insurance loan form must be completed for each item. The loan forms will be available on set-up day. There is a \$500.00 deductible on the insurance.

All work must have a price tag visible and affixed to the piece **BEFORE** arriving at Shadelands (see Inventory Sheet for format). No artwork will be accepted without a completed Inventory Sheet. If a price tag is missing from an item, the cashiers may be able to identify the item from the Inventory Sheet and sell it. Therefore your inventory sheet needs to be legible. Otherwise, they cannot sell the item. **PRICES NEED TO BE IN FULL DOLLAR AMOUNTS TO AID IN ACCOUNTING.**

TYPE OF WORK	MAX. SIZE
<b>FRAMED WORK</b>	72" (length + width)
<b>UNFRAMED</b>	72" (length + width)
<b>LARGE 3-DIMENSIONAL WORK</b>	18"+ any dimension
<b>SMALL 3-DIMENSIONAL WORK</b>	Less than 18"
<b>JEWELRY, SCARVES, WEAVINGS</b>	none
<b>GREETING CARDS</b>	Standard sizes

**UNFRAMED WORK:** *(Displayed in bins, You may provide your own bin, or use ours with other artists)*

**FRAMED WORK:** *Paintings (including unframed canvas boards), Photographs, Prints, etc.*

- Frame should be neat, sturdy, **with a wire** strong enough to support the work.
- Each work must have a professional looking typed sign approx. 2" x 3' to hang beside work with artist's name, title, medium, and price with a duplicate sign on back of artwork.
- 2-dimensional unframed work (except canvases) **must** be in cellophane sleeves, suitable for bins

**LARGE 3-Dimensional Work:** *Sculpture, Furniture, Glass, Clocks, Lamps, etc. (Items displayed on tables or floor)*

- Stands, racks or other display materials must be provided by artist with artist's name attached.

**SMALL 3- Dimensional Work:** *Fused Glass, Gourds, Baskets, small lamps or sculpture, fountains, ceramics, etc.*

- Stands, racks or other display materials must be provided by artist.
- Additional pieces may be submitted for restocking which must be stored in a box/basket with artist's name clearly marked and placed under same table where the person working as a floater can find and replenish your supply.

**JEWELRY, SCARVES, WEAVINGS, ETC.** *Prices must be visible as displayed.*

- Jewelry must have hangtag or label; earrings must be on cards. Labels must not be removable easily.

**GREETING CARDS**

- Cards must be in transparent sleeves (NO plastic baggies)

**BARGAIN BIN:** *Items priced \$7.00 or less - each priced & in separate zip-lock bag ( small items only)*

# INVENTORY FORM

**Inventory:** It is your responsibility to keep track of the items you are submitting to the sale. If a sales tag gets lost, the cashiers may be able to identify the item from your inventory sheet. If you need more space, you may copy the blank form on the next page. **MAKE SURE YOU KEEP A COPY FOR YOUR RECORDS.** Give each item an inventory number that includes your initials. For example: the inventory numbers for Jane Ann Doe would be JAD-1, JAD-2, ..... JAD-100, etc. Please use **THREE INITIALS** so we can avoid possible duplication. This is very important to identify sales to the right artist. **If your writing is illegible, PLEASE type your inventory.**

**ARTIST'S NAME:** \_\_\_\_\_ **ARTIST'S INITIALS:** \_\_\_\_\_  
 (3 initials please!)

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