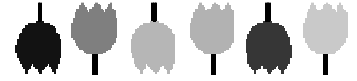
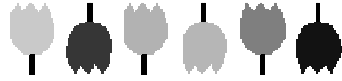


VENDOR RECEIPT AND INFORMATION

for the Visual Arts Center's

Spring Fling Show & Sale 2010

Saturday, March 6 ~ 10am-3pm
Exhibitor Setup ~ 8-10am



Working together will make for a successful show and increase your sales. There are several things to remember before the day of the sale:

1. The VAC will have ads in the local newspapers and in the member newsletter; however, you should let your friends, relatives, clubs and organizations you belong to know about the date and encourage them to buy one-of-a-kind gifts made by local hands — yours, of course.
2. Your art work and crafts have value, but please keep in mind that a variety of prices will reach a wider range of customers. Also remember the various holidays coming up and try to include some seasonal items. When pricing, keep in mind the 30% commission to the VAC and sales tax.
3. Set up for the Gift Show will begin at 8am and must be completed by 10am when the doors open to the public. There will be a check-in table at the front entrance with a list of table assignments. Assignments are on a first-come, first-served basis. Additional requests will be honored also on a first-come, first-served basis. Please remember all tables must be covered to the floor and will be 6' in length. Each vendor is responsible for their own display. Please place your table number where your customers can see it. There will be shows hung in both galleries; nothing is to be hung over the artwork and you may not move or block the viewing of the artwork. If you need wall space for your own display, please indicate that on your application and it will be honored on a first-come, first-served basis.
4. There is no food vendor, so please “brown bag” your lunch/snacks. There are two microwaves in the kitchen plus refrigerator space, if needed, but please put your name on all items. Soda and water is available in the kitchen for 50¢ each, and there will be free coffee during the day.
5. We will have a few volunteers to provide bathroom breaks if you are alone at your booth, but please introduce yourself to those vendors around you. Offer to spell them and hopefully you will be able to take care of each other in case the volunteers are not readily available.
6. After checking in and you have unloaded, please park your vehicle off site where directed. A full parking lot is wonderful but not when it is full of vendor's cars and customers are turned away. There is plenty of convenient off-property parking, so let's leave the Art Center's parking lot for your customers. Thank you for your consideration.



WE LOOK FORWARD TO SEEING YOU ON SATURDAY, MARCH 6TH AT 8AM.
PLEASE PASS THE WORD ALONG ABOUT THE VAC'S SPRING FLING SHOW & SALE!

FOR VAC USE: DATE RECEIVED _____ AMOUNT PAID _____ APPLICATION NO. _____

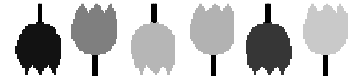
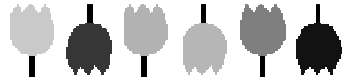
the Visual Arts Center's

Spring Fling Show & Sale 2010

Saturday, March 6 ~ 10am-3pm

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EXHIBITOR APPLICATION



Name

Address

City

State

Zip

E-mail

Phone

I have read and agree to the exhibit rules listed below and on the Vendor Receipt & Information page:

Signature

Date

Please describe your items for sale:

List additional requests to VAC (example: electrical outlet, window for stained glass):

FEES:	VAC member	1st table = \$10.00	2nd table = \$5.00	<i>Limit 2 tables</i>	FEE PAID	\$ _____
	Non-member	1st table = \$20.00	2nd table = \$10.00	<i>Limit 2 tables</i>	FEE PAID	\$ _____

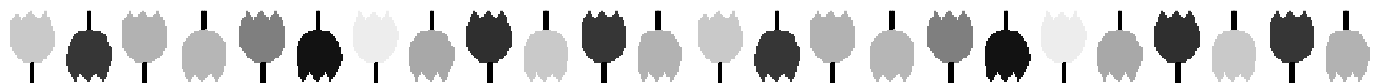


EXHIBIT RULES: The Visual Arts Center will provide a 6' table plus two chairs to each exhibitor. The exhibitor-artist is responsible for displaying their original, handcrafted items in an attractive manner with all items clearly priced. Exhibitors must provide table cloths and front table drops. Space for display stands is limited, so please state if you will be using them in your "Additional Request" list. Space will be assigned by the Gift Shop on a first-come, first-served basis. Exhibitors will not be allowed to hang over artwork, move or block the viewing of artwork on display in the galleries.

The VAC will provide a 3-part receipt book for each exhibitor. The VAC will handle all transactions (cash, checks and credit cards) and will take a 30% commission on all sales. The VAC will collect sales tax on all transactions. Artists will be paid by check the following week. Exhibitors will retain one copy of each receipt for their records.

All exhibition items must be removed immediately following the show's conclusion at 3pm.

FOR VAC USE: DATE RECEIVED _____ AMOUNT PAID _____ APPLICATION NO. _____