



LiveArtfully Holiday Extravaganza Instructions

Please follow these instructions when preparing items for sale in the extravaganza. Contact us with any questions

Creating Your Code:

Every artist's code will be the **first letter of your first and last name, followed by X**. X is for Extravaganza. P

EXAMPLE: Jane Doe = JDX

I ask that everyone begins with the number 400

Therefore, the code for Jane's first ornament will be: **JDX400**

Followed by: JDX401, JDX402, JDX403 and so on.

Logging Your Inventory:

Some artists are creating many of the same or similar ornaments. This can create a lot of work inputting into our inventory system. **It is required that you group like pieces together and assigning a quantity to the code instead of assigning a unique code to each piece.**

EX: I have created 10 miniature canvas ornaments, all 2"x2", and all \$8, Inventory them as JDX400 QTY: 10 - \$8

Please be sure to label each piece with its corresponding code as well.

If no two pieces are alike you are welcome to number them individually, otherwise grouping is required.

Please print and complete the attached inventory log/contract prior to dropping off time. Depending on quantity, you may need to print additional sheets, therefore I have added a second sheet (page 2) with only line items and no contract information.

Additionally, please note the total number of ornaments which are being consigned for ease of organization. The space for the total number notation is in the top portion of the form, to the right of the membership section.

***It is my absolute intention to display each and every ornament we receive for the duration of the event, therefore we must limit ornament submissions to 100 pieces per artist. ***

Pricing and Labeling:

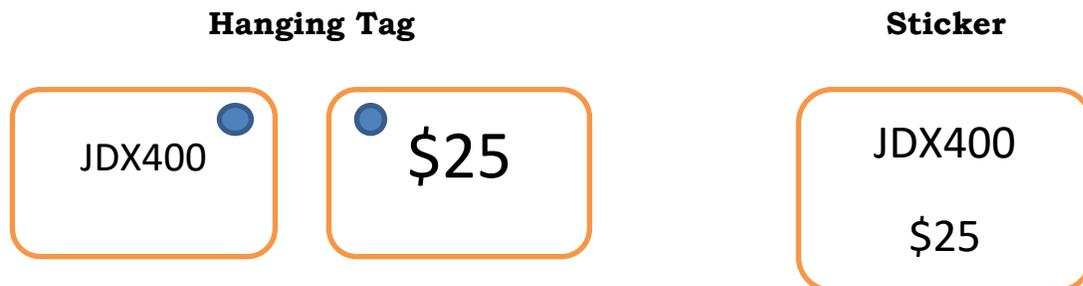
When it comes to pricing you should consider your **COMMISSION RATE...**

Commission rates for the extravaganza. **Members rate is 60/40** with 60% to the artist / 40% to the ArtCenter. **Non-Members rate is 50/50** split. Annual Membership is \$60. You can contact 941-746-2862 to become a member or visit our website

Labeling...

All artists are responsible for labeling their own ornaments. Each individual piece must have a label. **Ornaments without proper labeling will not be accepted or displayed**

The **maximum label or tag size is 5/8" x 7/8"**. The label can be adhesive or a hanging tag and must include the following format:



Pricing labels can be found at Michaels, Walmart, Walgreens (usually), Amazon, Hobby Lobby, Joanne Fabrics, etc. We do not supply labels at ArtCenter or LiveArtfully. All products must arrive at your scheduled drop off time ready to hang with labels attached. ***We will not be able to provide space to complete your inventory log and tagging inside ArtCenter Manatee. Please have this completed when you arrive.***

Drop Off/Pick Up of Pieces:

Drop-Off

I will be accepting all artwork labeled, delivered in a container (cardboard box, reusable box with your name on it, etc.) and ready to hang from 10am – 2pm on both November 15 and 16 2022.

What to expect at drop-off..

When you arrive for drop-off I will count your items and compare your inventory sheet to be certain everything is accounted for. We will both sign your inventory sheet, a copy will be made and we'll be ready to go! This should be a swift process so please don't fret if you only have a few minutes to spare at drop off. Ideally we will be moving right along.

Once the event ends...

Once the event ends on December 30, 2022, we'll breakdown the gallery. **All remaining ornaments must be collected on Tuesday & Wednesday Jan 3 & 4 between 10am - 2pm.**

Receiving Your Commission Check

The inventory sheet will request a mailing address as well as phone and email. Please complete these sections accurately, as a check via snail mail will be the method of payment. For sales made in the month of November expect a check after the 15th of December. For sales made in December expect a check after the 15th of January.

LAST but not LEAST...

I hope everyone is having a wonderful time creating your amazing art! I am so grateful for your participation and cooperation. To reiterate, if there are any questions, comments or concerns please do not hesitate to reach out to me via e-mail at christina@artcentermanatee.org.

Volunteers Needed!

It's a big job to put the event together. We need volunteers to help with set up of trees and hanging of ornaments and decorations

Volunteers are needed on: Saturday Nov 26 & Monday, the 28th between 8:30am & 4pm. Call or email Christina if you can help.

Your help is incredibly appreciated. We could not do it without you!
LiveArtFully at ArtCenter Manatee 209 9th St W, Bradenton, FL 34205
941-746-2862.