



at ArtCenter Manatee

LiveArtfully Holiday Extravaganza Instructions

Please follow these instructions when preparing items for sale in the extravaganza. Contact Emily 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. Please utilize the appropriate First/Last letters.

EXAMPLE: Jane Doe = JDX

I will ask that everyone begins with the number 400

Therefore, the code for my first ornament will be: **JDX400**

Followed by: JDX401, JDX402, JDX403 and so on. The **X** indicates the code was created for the **Holiday Extravaganza** event. This code is a helpful for my inventory backend.

Logging Your Inventory:

While there is a minimum requirement of entering 30 pieces in the sale, some of you are creating quite an abundance of ornaments, which is absolutely encouraged. This can create a massive workload while inputting your pieces into our inventory system. **It is required that grouping like pieces together by 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

Instead of assigning numbers JDX400-410 QTY: 1 - \$8

I would 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 the attached inventory log/contract and complete prior to your scheduled drop off time. Depending on your quantity of ornaments 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**...*

While it has likely been mentioned verbally, and is noted on your contract, I want to outline the commission rates for this sales exhibition. **Members will retain a 60/40** rate with 60% to the artist / 40% to the ArtCenter. **Non-Members (or Future Members as we like to call them), will retain a 50/50** split. Membership enrollment costs \$60 annually. You can contact me (Emily) or Christina for assistance @ 941-746-2862.

If you decide to become a member AFTER the start date of the Ornament Extravaganza your new commission rate will be applied to the FOLLOWING month's sales. (ex: you sign up in November, the 60/40 rate will apply to your December sales).

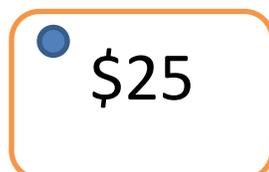
*****No retroactive commission modifications will be allowed.*****

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:

Hanging Tag



Sticker



(Side 1)

(Side 2)

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 – 4pm on both November 15 and 16 2022**. Please register for a drop-off time with Emily prior to the day! If you discover you are unavailable during this timeframe please let me know as soon as possible so we can work together to make alternative arrangements. Late entries without prior permission will not be accepted.

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 31, 2022, we (ArtCenter staff) will breakdown the gallery. **All remaining ornaments must be collected on Tuesday & Wednesday between 10am - 4pm** As with drop-off, please organize with Emily beforehand if you are unable to collect your remaining ornaments in the timeline outlined.

If you have any questions about this process please do not hesitate to reach out to me directly.

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...

Please, **respond to this letter** with a confirmation of receipt and participation no later than **Friday, October 21, 2022**. ***** If I do not hear back from you I will consider it your withdrawal from participation in the event.**

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 emily@artcentermanatee.org.

Thank you all once again! I am greatly anticipating an awesome event and the aesthetic of your beautiful Holiday ornaments & Holiday themed art adorning the halls of the Searle Gallery.

Volunteers Needed!

It's a big job to put the event together, and this year I will also be undertaking a window display to coincide with the Ornament Extravaganza. I am in need of several volunteers to help with set up of trees and hanging of ornaments.

Volunteers are needed on: **Saturday & Sunday Nov 26 & 27 between 8:30am & 4pm**, 3 or 6 hour shifts are available.

Your help is incredibly appreciated. We could not do it without you!

LiveArtFully at ArtCenter Manatee 209 9th St W, Bradenton, FL 34205