

## Guidelines for Yarmouth Art Guild Summer Shows

All exhibitors will be expected to adhere to the following guidelines.

**Dates:** Shows will be held on Sundays each summer. The exact dates will be published each year.

**Times:** All shows are from 11:00 A.M.--5:00 P.M. Unless you have a legitimate reason...e.g. health issues...you are required to stay the entire day. If you are unable to stay the entire day, you must speak to the show manager.

**Eligibility:** All members in good standing who have been a member of the guild for at least one full year and have attended at least three regular meetings between September and May of the current year may sign up to exhibit in the outdoor shows.

Active members with a minimum of five years in the guild but who have been unable to attend three meetings, for a legitimate reason, may apply to the board for an exemption.

**Sizes and Prices:** There are no restrictions regarding size. Only high quality original works will be allowed. The paintings should be properly framed but you may also offer unframed works matted and covered with plastic. The unframed works must also be original.

The minimum price for a painting is \$50.00. Set your price when you set up for the day. You may not change the price of a painting that day, either by putting on a new tag or by crossing out. The price may be changed for the next show, by replacing the old tag with a new one.

**Crafts or Prints:** No crafts, prints, or cards will be allowed.

**Displays:** Members are responsible for supplying and transporting their own display racks. Exhibits will be placed on a reserved basis for regulars and will be assigned by the show manager for new or intermittent participants. If unable to attend, you must notify the volunteer who will be responsible for handling all of the calls from those who will not be attending. This person's name and phone number will be given to you a few weeks before the first show. You should call this person no later than 8:00 A.M. on the day of the show. If you have a permanent spot and are not going to attend a show, your spot will be reassigned for that day. Regular participants who miss a show may reclaim their space upon returning.

Stakes: No stake can be put in the ground because of the sprinkler system.

Taxes and Commissions: By law you must charge a 6.25% Massachusetts sales tax on all sales. If you make a cash sale, you must give your personal check for the 6.25% tax and a 15% commission to the guild. The check should be made out to "Yarmouth Art Guild". You will also fill out a little form which states the price of the painting...tax amount and commission amount.

If your purchaser uses a credit card to purchase the painting, the treasurer will take care of removing the tax and the commission from the price and you will receive the balance in the mail. You do not have to fill out a form for a credit card sale.

If you get a commission to do a painting from someone who saw your work at one of our shows, even if you don't hear from them for several months, you still need to pay the tax and commission to the guild.

Responsibilities: You are responsible for your own artwork and display racks. Do not leave them unattended. If you must leave for a short period of time, request a nearby exhibitor to cover for you.

Most participants will be asked to do some sort of job which will result in a well run show. These jobs will include helping out at the credit card table, housing and putting out signs, collecting cash sales at the end of the day and making sure all participants have our fliers on their racks.. Thank you in advance for doing your job... If you have a job and are not going to participate, you need to find a replacement for that day. We are also strongly suggesting that each participant commit to at least 5 shows.

Identification: Each member should wear a Yarmouth Art Guild name tag.

Lunch: It is suggested that you bring your lunch.

Cars: When you arrive, you may park your car temporarily near the spot where you will be setting up. Empty your car and before you set everything up, move your car to the back parking area. Exhibitors who have a permanent spot must be there by 10:00 A.M. and new exhibitors by 10:30.

Dogs: Dogs are great, but because of insurance reasons, we may not have our own dogs in the exhibiting areas.

I trust all will abide by these guidelines. It will make things run smoothly if we all do.