

# INDOOR FINE ARTS AND CRAFTS FESTIVAL



## Sunday, October 27, 2019 Final Information for Artists

### Schedule

Sat. Oct. 26<sup>th</sup> 5:30 pm – 7:30 pm - Booth Set Up

Sun. Oct. 27<sup>h</sup> 9 am – 5 pm - Show Open

5 pm – 7 pm – Booth Breakdown

### Location

2131 Elmwood Ave – Brighton, NY

Temple B'rith Kodesh

### Booth Information

The booths will be 10 x 10 ft and a 6 or 8' table and chair will be provided.

### Sales at the Show

All sales are handled by a Central Cashier. Cash and credit cards only – no checks. Credit card fees absorbed by TBK/WRJ. 8% Sales tax will be collected and returned to artists in a check that will be mailed out to artists with their 80% of sales approximately 3 days after the show.

### Set Up at the Show

Parking at the rear of the building. Pull up at south or west portico, unload and then **immediately** park in back parking lot. Volunteers will direct you to your booth. Booths marked with blue tape.

### Day of the Show

Volunteers will be available to give you restroom breaks & shopping breaks.

### How to Handle Orders/Sales

- All sales will be handled by a central cashier. Cash and credit cards will be accepted – no checks.
- When a customer purchases a piece of your art make sure you include on the sales slip **your name**, the piece of art and the price. 8% tax will be charged.
- Sales slips will be in triplicate. You keep the bottom copy. Hand the customer the top 2 copies and they will present those to the cashier. Once paid for the customer will return to your booth, hand you the slip stamped PAID and you can then give them their merchandise. They can keep the other copy.
- Pink (middle copy) customer brings to cashier and once paid gets stamped PAID and returns to you to pick up merchandise. They keep the pink copy.
- The top copy that the customer brings to the cashier is retained by cashier for accounting.

- We will mail your check with your 80% plus the 8% sales tax within 3 business days after the show.
- All sales are final.

### Food & Drinks at the Show

Coffee, Tea and Bottled water will be available to artists free of charge.

Lunch Sandwiches can be ordered up to 7 days prior to the show. We have a wonderful new restaurant making the lunches. We will deliver them to you at the show. The cost for sandwiches is \$10 and each sandwich includes a can of soda or bottle of water, potato salad a pickle & a bag of chips. Choices are **TUNA SALAD** (white albacore), **TURKEY** or **CORNED BEEF**. A volunteer will collect cash payments for lunch once your booth is set up. **Email your lunch choices with Art Show Lunch in the subject line to: [131ellens@gmail.com](mailto:131ellens@gmail.com)**

### Silent Auction Donation

As you set up, a volunteer will ask you for the piece of art you are donating to the silent auction so please keep it **easily accessible**.

Please tell the volunteer the approximate value of the piece donated and attach a business card. All prices in the silent auction will be set by the committee and if your piece of art is not bid on, it will remain the property of the Art Show.

Hope you have a wonderfully successful show!

Rona & Ellen

### QUESTIONS ?

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**--REMINDER--**

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