

Exhibits and Shows Guidelines

ORGANIZING A SHOW?

Chair and Co-Chair Instructions

The following is a checklist and guideline overview for organizing an Edmonton Art Club sanctioned event, exhibit, or show.

1. Show Chair identified
2. Venue selected and booked
3. Set up?
4. Costs?
5. Liquor license?
6. Hanging Fee set
7. Number of pieces from each artists established
8. Criteria confirmed
9. Circulate participation sign up sheet, including hanging fee if required
10. Circulate volunteer sign up
11. Sub Committees formed:
12. Appoint Social Convenor. Social Convenor gets liquor license
13. Sign up sheet for supplies and duties
14. Maintain inventory list of EAC supplies
15. Labels: Volunteer required.
16. Publicity/Advertising - invitaions, posters, social media, eventbrite etc.

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17. Must include logos of EAC, AFA & CAFAC
18. Information sheet to all artists and newsletter
19. Organizes juror if needed, including payment to juror and advising the Juror of what is expected.
20. Juried show usually pays \$150 to juror; 1 Juror's Choice Award and 2 Honourable Mention awards.
21. Ribbons and certificates for awards.
22. cards indicating Juror's Choice and Honourable Mentions. Should be larger and perhaps mounted on a dark matt board.
23. Organizes sales book.
24. Sales Book: Contains Inventory. Necessary for tracking sales and making sure nothing is forgotten.
25. I should have used the envelope system as previous so the artists could have their cash at the end of the show. This did not work for the ACACA show as it was bigger and more going on. It works good for our shows.
26. A spread sheet style page could be made up with artist's name and places for writing sales rather than a piece of paper and putting it all together after. After the sale and during a quiet time these sales can be listed on the artist's page and/or envelope
27. A separate paper giving direction on this and for using the Square is required for new people working cash.
28. Square training
29. Work Schedule to pass around. All participants are needed to work the show in some capacity.
30. We have added Bartender to the list. There was a bit of a problem with underage people.

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31. Members are asked to bring a plate of finger food. The Executive members will take care of the wine.
32. Someone is needed to make up the labels
33. If this is a juried show, there will be an Award of Excellence and 2 Honorary Mention awards
34. Welcome Sign, Exhibit Sign
35. No Photos Sign
36. Guest Book
37. Ensures bags, brown kraft paper for wrapping up large works, scissors, tape, pens and red sold stickers are available at sales table.

Gift Shop

Gift Shop items will be allowed ie: cards, unframed matted paintings, small works, and jewellery.

An inventory template will be available that will include the listing of your 3 paintings. It is important that this be filled out in order to make sure we properly credit everyone and balance. Keep a copy for your records. Some of you have great inventory sheets already - just submit with this.

Last year there were a few too many gift shop items. The space became crowded and this takes away from our Juried Gallery.

We will scale this back. However, you can have items stored away under tables or in your car to replace purchases.

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Instructions to Cashiers:

It is advisable that 2 cashiers are available at all times, with 3 during busy times for packaging items. 1 person should be "patrolling" the Gift ware for security reasons and also to talk to people and answer questions. We don't want to irritate people with our presence but we do need to look after the items, tidy up and guide customers to the cashiers.

Please write a receipt for all sales and include what is sold on the receipt. With the Chip Reader, receipts can be emailed if the customer chooses.

The Buyer could fill out their name on the receipt and, if agreeable, contact information.

The White Copy goes to the purchaser and the yellow copy remains with the EAC.

Each artist has an envelope in the Sales Book. Please put all cash and cheques for the artist in the correct envelope. Record the purchase on the front of the envelope with the amount and item sold.

Be sure to mark SOLD by the item(s) sold on the artist's inventory list.

All artists will be paid for Gift Show items only at the close of the show on Sunday.

A buyer may want to purchase multiple items with a cheque. The Cheque will be made out to the EAC . We will record each item with the Artist's name and amount. Record the transactions on the various Artist's Envelopes noting the Treasurer will reimburse them at a later date.

A \$100 float will be provided in the Cash Box.

At the end of a shift, the cashier leaving their shift and the oncoming cashier will count the float and take care of any errors. If it cannot be found, leave a message in the cash box with the amounts.

One cashier must take the Sales Book and Cash Box home at night and bring it back for opening the next day. (Penny Lamnek will assume this responsibility.) The Float will be counted at the end of the day and beginning of the day. Any errors will be recorded.

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Cash sales and artist envelopes will have to be rechecked to make sure everyone has been properly paid.

Complete Show Report:

1. listing stats of the show, highlights and low lights.
2. Problems addressed and feedback asked for. This could be done by way of emails as not to take up so much meeting time.
3. include art work and gift shop sales
4. provides info re. labels, bios etc.