Guidelines for Participants

SUMMARY
see details for full information

Date of sale:
MEMBER PREVIEW:
Friday, November 22, 2019
6-9 p.m.
PUBLIC SALE:
Saturday, November 23, 2019,
9 a.m. - 3 p.m.
The Razorback football game on this weekend is “away” at Louisiana State University.

Location:
Hall of Industry (and annex if needed)
Arkansas State Fairground Complex

Registration window:
September 16 – October 8, 2019

Cost to register:
$55 per booth, approx. 10 x 12 feet
PLUS 25% commission on sales

Where to register:
online at arkansasartscenter.org/museum-school-sale

Pre-sale meetings:
Tuesday, October 15, 5:30 p.m.
(at AAC Riverdale)
Saturday, October 19, 10:00 a.m.
(at AAC Riverdale)

Booth Selection Lottery:
Sunday, November 3, 4:00 p.m.
(at AAC Riverdale)

DETAILS

Deadline to Register:
October 8, 2019
Participants who register by this date will be assigned booths in the first group to be drawn in the booth lottery. It may be possible to register after this date, but late participants will be drawn from a second group.

Who can sell:
Any student who has taken a class (or equivalent) in 2019 and attends a pre-sale meeting (see below).
Any current museum school faculty, work study or compensated assistant who attends a pre-sale meeting (see below).
THIS IS THE BELOW: Sellers who have participated within the last three years (all held at the Hall of Industry) are NOT required to attend a pre-sale meeting, but may attend if they wish to.

What is meant by “class” or equivalent:
Total ALL the classes you have taken in calendar 2019 (including fall enrollment) to see if you are eligible. There are several ways to fulfill this part of the qualifications:
• If you have taken a full-term (usually 10-week) class in the medium you plan to sell, you are qualified. (Most full-term classes equal about 30 hours of instruction.)
• If you have taken one or more workshops, add up the total hours of instruction for all the workshops. If the total number of hours of instruction is 30 or greater, you are qualified.
• If you have taken “open studio” classes, you must have taken 45 open studio hours to qualify. Open studio classes are supervised but not instructed. (For you math whizzes out there, that means it...
takes 1.5 hours of open studio to equal one hour of instruction.)

- If your study does not fit neatly into any of these categories, or if you have questions about this requirement, email jgreenland@arkansasartscenter.org.

What you may offer for sale:

All work shown must be the work of the exhibitor.

All work shown must have been created using skills originating in or enhanced through classes at the Arkansas Arts Center Museum School. Work must also represent media taught at the AAC Museum School. (For example, glassblowing and monumental stone sculpture would not currently qualify.)

Please bring your best work. This is the time for you and the Museum School to shine.

The selling protocol:

You (or your helper) will be responsible for writing up your own sales, accepting payment, and providing change for those who pay in cash. You may accept credit cards if you wish. Please test your credit card system in advance of the sale to make sure you are familiar with it.

Only use the receipt books provided by the AAC. (If you void a ticket, write VOID on it, but do not remove it from the book, please.) Friday night receipt books will be turned in Friday night, and fresh receipt books provided for Saturday.

You must charge Arkansas/Pulaski County/Little Rock sales tax. This may either be paid as special event sales tax, with no individual permit required, or may be paid under the exhibitor’s existing sales tax permit. (Additional information and assistance is available for those unfamiliar with the sales tax process. Contact Shannon Speer at sspeer@arkansasartscenter.org.)

If you accept a future commission (based on a contact made during the Sale), you are still expected to pay the Arts Center 25%.

There is no special discount for sales at your booth to AAC members. They may ask because they receive this discount in the gift shop, but it does not apply to the Museum School Sale.

Cost to register:

$55 per booth, app. 10 x 12 feet.
PLUS 25% commission on sales.

All proceeds support the programs of the AAC and the Museum School, after covering costs such as venue rental and other sale-specific expenses.

How to register:

Register online at arkansasartscenter.org/museum-school-sale
If you have special circumstances that prevent you from registering online, contact jgreenland@arkansasartscenter.org or, if you do not have computer access, call the Museum School Office at 501.396.0353 for special assistance.

Booth fee and booth basics:

The booth fee covers the cost of the booth materials, transportation, set-up and take-down and does not result in profit for the AAC or the Museum School.

In exchange for the booth fee, you will be allotted an approximately 10 x 12 foot booth space bordered with pipe and drape, a 6-foot skirted table, and two folding chairs. (If you share, you will share a space this size.)

The booth includes black fabric draping on three sides—approx. 6 feet in height in the back, and approx. 2 1/2 feet in height on the sides. The table included in the booth fee will have white plastic on the top with black fabric skirting. The tables are 6 feet long, 2 feet wide and 30 inches high.

Additional 6’ tables can be ordered for $10 each (EXTRA tables WILL NOT have coverings or skirting, so you must provide your own coverings if you order extra). You may bring your own additional table(s) and/or booth furnishings. These must not exceed 6 feet in height or, if placed on a table, add more than 3 feet of height to the table.

If you decide you do not want to use your provided table or chairs, you are responsible for transporting the unneeded furnishings to the storage area on site.

Electricity is available at or near your booth at no extra charge. You can expect to have access to one plug-in. Bring your own (long) extension cord.

Keep aisles and exits clear. If you tape anything to the floor, use the gaffer’s tape provided by the AAC. No duct tape, please.

No glitter, no candles, and no food or drink dispensers may be used at your booth. You may offer individually wrapped candies to your customers.

If you need help planning your display, consult your instructor or ask someone who has done the sale before. If your instructor cannot provide specific advice, contact jgreenland@arkansasartscenter.org for a referral to someone who can assist.

Provide for the well-being of your work. Check that your provided table is locked open before placing items on it. Consider shrink-wrapping 2D work to
as expensive jewelry, should be placed in a closed case or similar protective situation.

Please leave your booth clean and free of trash at the end of the sale.

**Display grids:**

A limited number of display grids will be available on a first-come, first-served basis (based on registration date). Indicate your request on your registration form. Priority for grids will be given to makers of 2D art. There will be a $10 charge for use of a grid. (The $10 grid charge contributes to the expense of year-round off-site storage of the grids and hauling to and from the venue. The grid charge does not result in profit for the Museum School.) If you use a grid, you must supply the devices (binder clips or S-hooks) to hang your work on the grid.

You may not request more than two (2) grids per 10 x 12 booth space.

**How booth locations will be assigned:**

Booth locations will be assigned by lottery. The lottery will occur live and is open to all participants (Sunday, Nov. 3, 4 p.m., in the Lecture Hall).

The booth location map (or as final a version as possible) will be available for viewing before the lottery begins.

Qualified participants who register on or before October 8, 2019, will be drawn by lottery from the first group of names. Participants who register after October 9 will be drawn from the second group of names. (There will be no preference for faculty or work study status or for past participation or sales totals.)

When a participant's name is drawn, that person will immediately (and in the order drawn) speak up or proceed to the Map Master and have 60 seconds to select a booth from the locations still available.

If you cannot attend the lottery, you may send a proxy. Requirements for naming a proxy will be released at least 24 hours before the lottery occurs and the responsibility for making such arrangements rests solely on the participant.

If the participant or his/her proxy is not present, the Map Master will assign a location AFTER ALL ARTISTS WHO ARE PRESENT OR SEND A PROXY HAVE BEEN ASSIGNED. Decision of the Map Master is final. After selection, either by the participant, proxy, or Map Master, there will be no trading or reconsidering.

If participants choose to share a single booth (see details elsewhere in this document), the first of the sharers to be drawn will select the booth and when the second of the sharers is drawn, that draw will be discarded.

Because some double/shared booths may be allowed (see details elsewhere in this document), these participants' choices will naturally be limited by the choices of people drawn before them, and by choosing to seek a double booth cheerfully resign themselves to this.

**Two people sharing a single-size booth:**

Both exhibitors must fill out a registration form. To share a single-size booth (10x12), check the appropriate box on the form and list your booth mate's name. Each of the two participants will pay a $27.50 booth fee upon registration.

**Two people sharing a double-size booth:**

Both exhibitors must fill out a registration form. To share a double-size booth (20x12), check the appropriate box on the form and list your booth mate's name. Each of the two participants will pay a $55 booth fee upon registration.

**More than two people sharing a booth, whatever the size:**

If more than two people wish to share a booth, ALL participants must register, attend meetings (if required), etc. We must have all participants in our information distribution system so we can be in direct contact, provide appropriate booth signage, and include all names on the sale map and elsewhere.

If you wish to share a booth among more than two people, please inquire for information about how to structure those registrations (jgreenland@arkansasartscenter.org).

**Do you want your booth to be “next to” someone?**

The two of you should register for a shared double-size booth and leave the intervening wall up.

**Set-up and tear-down:**

Booth set-up will be between noon and 5 p.m. on Friday, November 22. Booth set-up must be completed by 5 p.m. If you arrive before noon expecting to be let in, you will be sorely disappointed. NO ONE who has not spent the morning as an official volunteer will be let inside until noon.

Booth tear down/load out may not begin before 3 p.m. Saturday. If you sell out, you may leave, BUT YOU MUST WAIT UNTIL 3 P.M. TO REMOVE ANYTHING MORE THAN YOURSELF AND YOUR CASH.
a stiff backing to protect it. Very valuable items, such as expensive jewelry, should be placed in a closed case or similar protective situation.

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### Responsibilities of the exhibitor:

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<tbody>
<tr>
<td>1</td>
<td>Be familiar with the guidelines.</td>
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<tr>
<td>2</td>
<td>Register by the deadline.</td>
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<tr>
<td>3</td>
<td>Attend a pre-sale meeting unless exempt (see previous page).</td>
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<tr>
<td>4</td>
<td>Use the receipt books provided by the AAC.</td>
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<tr>
<td>5</td>
<td>Pay a booth fee and 25% commission on sales.</td>
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<tr>
<td>6</td>
<td>Charge Arkansas/Pulaski County/Little Rock sales tax.</td>
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<tr>
<td>7</td>
<td>Be responsible for your own sales and for making change. You may accept credit cards if you wish.</td>
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<td>8</td>
<td>Be present for the duration of the Preview Party as well as the day the sale is open to the public.</td>
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<td>9</td>
<td>Provide packaging material for the work you sell. No shredded paper, please.</td>
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<tr>
<td>10</td>
<td>Provide for the well-being of your work and be the first line of security at your own booth.</td>
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<tr>
<td>11</td>
<td>Provide your own extension cords (if used).</td>
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<tr>
<td>12</td>
<td>Park in the artists’ lot after loading in so that customers may park in the customer lot.</td>
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<tr>
<td>13</td>
<td>Pay commission on sales before your departure from the venue at the conclusion of the sale on Saturday. This payment must be by check or cash.</td>
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<tr>
<td>14</td>
<td>Assure that your helpers follow procedure for entry and park in artist parking.</td>
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### Responsibilities of the AAC/Museum School:

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<tr>
<td>1</td>
<td>Select and rent the venue.</td>
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<tr>
<td>2</td>
<td>Contract with exhibit services company to provide pipe and drape booths, tables, chairs, and booth signage.</td>
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<td>3</td>
<td>Create a floor plan designating booth spaces.</td>
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<td>4</td>
<td>Administer the sale registration process online, including receiving booth fees.</td>
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<tr>
<td>5</td>
<td>Conduct informational pre-sale meetings.</td>
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<td>6</td>
<td>Conduct the booth location lottery.</td>
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<tr>
<td>7</td>
<td>Provide professional security at the venue during the times the sale is open both Friday and Saturday, including a security presence in the parking lots. (Exhibitors must be the first line of security at their own booths.)</td>
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<tr>
<td>8</td>
<td>Provide insurance document to venue.</td>
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<tr>
<td>9</td>
<td>Transport grids, signs, banners, handouts, receipt books and other supplies to venue.</td>
</tr>
<tr>
<td>10</td>
<td>Promote the event.</td>
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<tr>
<td>11</td>
<td>Provide gaffer’s tape.</td>
</tr>
<tr>
<td>12</td>
<td>Provide receipt books.</td>
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<tr>
<td>13</td>
<td>Total receipt books at the end of the show.</td>
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<tr>
<td>14</td>
<td>Figure sales tax owed by each exhibitor.</td>
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<tr>
<td>15</td>
<td>Provide special event sales tax forms (if desired by exhibitors).</td>
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<tr>
<td>16</td>
<td>Provide staff/volunteer presence on site at the venue during set-up and sale times through load out.</td>
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<tr>
<td>17</td>
<td>Arrange with venue to provide wifi connection during sale hours (for credit card processing and checking members in during the Friday event) and public address system.</td>
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<tr>
<td>18</td>
<td>Provide guest refreshments during Member Only Preview Party.</td>
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<tr>
<td>19</td>
<td>Provide chairs and tables in strategic locations throughout the venue as resting stations for guests.</td>
</tr>
<tr>
<td>20</td>
<td>Arrange concessions options for exhibitors and attendees’ needs during Saturday show.</td>
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<tr>
<td>21</td>
<td>Provide a package hold area.</td>
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<tr>
<td>22</td>
<td>Provide multiple auditor stations for checkout after the sale.</td>
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<tr>
<td>23</td>
<td>Communicate sales totals.</td>
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<tr>
<td>24</td>
<td>Facilitate post-sale survey.</td>
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</table>