

# Festival Rules

## Rules for Venders (Table Artists)

Venders can set up their tables between 9am and 3pm on Wednesday, November 23<sup>rd</sup>, in the Art Room. Anyone coming earlier than 9am will not be allowed to set up until 9am. However, artists may bring in their items to store in their booth at any time. I will be placing the correct number of hangers, extensions, and hooks on each of the tables by 9:00. Do NOT take hooks, hangers, or extensions from any other table or place other than your own table. If you think you need more, please see me, Velvet Tetrault.

Tables are to be covered with a WHITE CLOTH that reaches within 6 inches of the floor on the aisle side. If you wish to use colored table coverings, they should be smaller and placed over white coverings. Racks on table, no higher than 30 inches. You can have food for lunch, but wrappers should not be in sight, and eating should be discrete. Water and covered containers are okay.

Venders must always wear their Palo Verde Artists Club Card. All Venders are responsible for their own sales. Keep a receipt of each sale, and give the customer a receipt so that at the end of day there is a tally of sales. Should the vendor not have a square machine, then they should write a receipt for the customer, have them take it to Ruth and pay; she initials the receipt showing they paid, and they can return to the vendor and pic

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up their purchase. The vendor needs to take care they show the sale was paid through the club square as it will show on the club square machine and her list for the artist. This will prevent the vendor from paying the fees twice. At the end of the day Saturday, someone will come around to collect the sales tax, 6.3%, and PVA percentage, 10%, on all artist's sales. These fees should not be paid in cash, but by check. Table artists must not leave until their total sales are recorded.

## **Rules for Artists Entering Paintings in Hall Gallery**

You may enter up to three paintings. Size no greater than 36" x 24" or 864 sq inches. (If you're not sure, just multiply the length by the width and compare it to 864.)

All paintings need wire hangers. No sawtooth hangers. The wire needs to be loose. If it is not loose, the hangers will be unable to hang the artwork.

There is no cost for entering your paintings.

Take in time will be from 9AM - 12PM on Wednesday, November 23<sup>rd</sup>.

Cards for your paintings will be handed out at the November meeting. They will also be placed on the counter just inside the art room. The small section needs to be adhered to the top right corner of your paintings PRIOR to arriving at check-in. Both sections need to be completely filled out PRIOR to check-in.

If one of your paintings sells, I will phone you.

You can pick up your artwork at 3PM Saturday.

## **RULES FOR VOLUNTEERS**

Each volunteer must report ten minutes before the allocated time to their volunteer positions. In the event that the assigned volunteer does not show up, there should be a standby on site.

### **Rules for Monitors Sitting in Hall and Flyer Distributers in Sundial Auditorium**

Every two hours there will be a 3 person group of volunteers:

1.
  - a. Two people sitting at the table in the hall. These volunteers sell Raffle tickets: \$1.00 each or 6 for \$5.00, for the gift baskets and art work. People who purchase should fill out their name & phone #, letting them know that we will pick the winner at the close of the art fair Saturday at 3:15. Have them put their ticket in the correct decorative tin. Put the money in the cash box. I will come back the last hour of each day to pick up the money.
  - b. These two volunteers must also sell artwork. They list the following on the receipt pad:
    - i. Artist name
    - ii. Artwork name
    - iii. Price
    - iv. Inventory #

- v. Buyer's name and address (The reason for the buyer's name and address is for the artist so they know who bought their art and can follow up with a thank you card if they want.) If the buyer does not want to give that information, it's okay. IF it is a CASH sale, Ruth will get the address at checkout, but explain why you are asking. If paying by check, Ruth will also get the address off the check. Put the Palo Verde yellow card in the white envelope.
  - c. The customer takes the receipt, naming the painting, artist, price, and inventory #, to Ruth in order to pay. Ruth will initial the receipt, or write a club receipt, if paid by check or cash, and the customer then takes the receipt back to the hall monitors, in order to take their purchase. They can also pay by charge card; in this case, please bring them to Ruth in the art room, who will be working the Square machine.
  - d. These volunteers also will hand out Palo Verde flyers and winter class schedules.
2. This volunteer will be in the Sundial auditorium handing out Paloverde Art flyers to people coming into the Arts & Crafts Festival. The half page flyers will advertise what we have for sale in the art room and hall gallery. Go across to the auditorium and relieve the current volunteer passing out PVA flyers. Your job is to hand out a flyer to each person who enters the door. Smile and look enthused. Let them know we are waiting for them with a big WELCOME in the Art Room. The first shift of the day on Saturday

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should come into the art room at 8am on Saturday to pick up the Palo Verde Art flyers before they go to the auditorium.

ALL VOLUNTEERS: Please stay until you are relieved by the next Volunteer.

Last shift of the day: For any volunteer responsible for sales, please stay until Velvet Tetrault or MaryJo picks up funds.

## Wednesday morning Volunteers

[Note: Wednesday volunteer positions are saved for the artists selling at tables during Friday and Saturday.]

There will be 2 or 3 tables with 3 volunteers. Time slots go from 9am - 10:30am and 10:30am - 12:00pm.

At **Volunteer #1**, the volunteer will take in the paintings. The volunteer will then check the Volunteer Sheet and verify that the artist has signed up to volunteer and has left his/her phone number and email address. If not, the artist must sign up for a volunteer position right then, and his/her paintings are not taken to be hung until a volunteer position has been chosen. The phone number and email are required.

At **Volunteer #2**, the volunteer will verify that the tag is on the painting in the correct place, and the second half of the card is alphabetically in the card box.

At **Volunteer #3**, the volunteer will write the artist name, painting titles, and prices in a provided 3-ring binder

There will be 3 volunteers to **HANG PAINTINGS** in the hall gallery after the table volunteers have checked them in. Each time slot will overlap by 30 minutes and be 90 minutes long. 9am-10:30am; 10am-11:30am; 11:00am-12:30pm

## **Auditorium Host/Hostess Schedule**

Each volunteer must report ten minutes before the allocated time to the **Host/Hostess table** in the Sundial Auditorium Door to receive his/her door assignment and to affirm that the Festival personnel knows the volunteer is going on duty. In the event that the volunteer does not report as directed, the Arts and Crafts Festival representative will come to our club table and request a substitute.

If our club cannot provide a substitute, PVA's participation in the 2023 Arts and Crafts Festival will be in jeopardy.

Volunteers to serve as Host/Hostess will be needed from 1pm to 4pm, in 1 hour shifts, on Friday.

## **Golf Cart Volunteer**

One person will be needed to transport people in a golf cart from the church parking lot to the East side of the Sundial Auditorium parking lot. It is recommended that the driver wear a hat, sunscreen, and bring water to drink. ALL DRIVERS MUST BE A MEMBER OF AN RCSC CLUB, HOLD A VALID DRIVERS LICENSE, AND HAVE GOLF CART DRIVING EXPERIENCE.

The PVA volunteer time is Friday from 7:30 am - 9:30 am

## **Parking**

During the days of the sale, do not use the Sundial parking lot. There will be alternate parking available and golfcart shuttles available.