

CITIZENS' COUNCIL FOR THE ARTS | ART ON THE GREEN
August 4, 5, & 6th 2023

Clothesline Booth Information

Welcome to Art on the Green's "Clothesline" where we display and sell artwork that is unframed and priced between \$1 and \$95.

Please read the following booth information thoroughly.

1. It's free! No entry fee. Artists aged 16-17 (with parent consent) and older.
2. Limit: 50 pieces per artist. Individual slings are highly recommended, especially for artists submitting 25 or more pieces. Slings must be marked with the owner's name. NO cardboard boxes.
3. Because of numerous entries and limited display space within the Clothesline area, please note the following:
 - ONLY original work.
 - Matting and properly shrink-wrapped plastic sleeves are highly recommended.
 - NO prints or laser prints.
 - Framed work will not be accepted.
 - Photographs must be displayed separately.
 - Small 3-dimensional work (6" x 6" or less, examples: jewelry, painted rocks etc.) may be accepted if there is enough space and if an appropriate display (shelf, rack etc.) is provided by the artist.
 - Citizens' Council for the Arts reserves the right to final selections.
4. Items must be priced between \$1 and \$95.
5. Citizens' Council for the Arts and/or its volunteers are not responsible for:
 - Lost, Stolen or damaged artwork.
 - Numbering systems causing incorrect recording of sales.
 - Work NOT picked up by closing on Sunday at 5:00 pm.

Questions? Call Vicky at (208) 699-5066.

HOW TO ENTER

- Submit 1 set of complete registration sheets (1st copy) to Clothesline; keep a second set (2nd copy) for your records. Link to Registration sheet found at <http://artonthegreencda.com/clothesline/list>
 - Numbers must correspond to the number system on labels placed on items.
 - Keep item numbers orderly and simple. Complicated numbering slows check-out when patrons are making purchases. (item number example: 01, 02, 03)
 - Be sure you have listed your complete address, including zip code. No checks will be sent to incomplete addresses.
- Each piece must be clearly labeled on the front with your name, item number and price.
- Check in: Bring your work to the Clothesline Booth and check in with Clothesline Volunteers on Duty between 9:00 am and 11:00 am on Friday. Volunteer personnel will display your work.

SALES

- Make sure your money finds you! Using the information you have provided, (see above) Volunteers will record each sale. Please keep your numbering system simple and legible to ensure accuracy of entries.
- Pricing: Pieces are to be priced between \$10 and \$95 (including tax, hint: round up to even dollars for easy calculation by volunteers)
- NOTE: Citizens' Council for the Arts collects a 20% commission on each piece sold and also collects 6.0% sales tax. Be sure to include these costs when you price your pieces. CCA will then calculate the sales when doing the final accounting.

CLOSING

- Check out will begin immediately upon closing on Sunday at 5:00 p.m. No work may be picked up until closing.
- Clothesline volunteers will collect your pieces, check them out and hand them over to you. Exhibitors may NOT pull their own work.
- Pick up work promptly. Storage facilities are not available and exhibitors are solely responsible for removing their work immediately at closing.

Most Important: VOLUNTEERS NEEDED!

The Clothesline booth is offered and run by volunteers for you, the artists. We encourage all submitting artists to volunteer for a shift at the booth. If you can help us in the Clothesline Booth, please email Vicky Houle: vicky@vickyhoule.com or call Vicky at (208)699-5066 and give your name, email address, phone number and days available to help.

Thank You!