

# Texas Pottery & Sculpture Guild

## 2017 Spring Gallery Night Sale

The Texas Pottery & Sculpture Guild (herein referred to as TPSG or the Guild) offers sale and show opportunities for the benefit of its members. These events require a considerable amount of planning, coordination, and communication be all involved to realize the best results possible.

The 2017 Spring Gallery Night Sale at the Fort Worth Community Arts Center (FWCAC) will be Saturday, March 25th, 10 am to 9 pm.

### **Timeline of primary events**

<b>Event</b>	<b>Date</b>	<b>Responsibility</b>
Select featured artist (Mini Show)	11/30/16	Marketing
Create budget, determine entry fees	12/17	Shows and Sales
Revise sale instructions, forms, and website info	12/30	Shows and Sales
Invite members that participated in the previous sale	1/2/17	Shows and Sales
Invite all members	1/16/17	Shows and Sales
Invite non-members who participated in the previous sale	1/23/17	Shows and Sales
Invite other non-members	2/1/17	Shows and Sales
Setup	3/24/17	All
Sale	3/25/17	All
Tear down	3/26/17	All

### **Participation in the Sale:**

1. Any member and invited non-members may apply for the sale.
2. An artist's reservation to participate in the sale requires;
  - a. Applying (online)
  - b. Paying entry fees, (\$60 for members, \$75 for non-members)
  - c. Providing up to date biographical information
  - d. Providing two pictures of works that are representative of what you will offer
3. Artist will be allowed to select their desired location in the sale when their reservation is confirmed.

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4. Two or more artist may share a single display unit, but each artist, must complete the application.
5. The Guild will retain 5% of all sales to help cover expenses.
6. Each artist is required to work communal task for the common good as assigned by the Sales Chairman.
7. Each artist must select a sales ID, no more than three characters, typically their initials.
8. Setup for the sale will be Friday, March 24<sup>th</sup> between the hours of 9 am and 5 pm.
9. Teardown can be done on Sunday, March 26<sup>th</sup> or Monday, March 27<sup>th</sup>.

### **Work and Displays:**

1. All displayed work must be for sale and created by the artist.
2. Obviously flawed or potentially unsafe work will not be allowed
3. The minimum price for any item is \$10.
4. Artists are to provide their own displays which must fit within a space that is 8' wide x 2' deep.
5. Pedestals, if used are for the display of a single piece or a set of pieces that are to be sold together. Pedestals must fit within your allotted display space.
6. Each artist must provide a hard-copy inventory, sorted by item number of works offered for sale. The inventory price will prevail should there be any uncertainty. A sample inventory form is available on the TPSG website under Resources.
7. Each piece offered for sale must be tagged, the tags must be removable and include the artist's sales ID, inventory number and price, in whole dollars only, in that order

If you have questions about the sale please contact Ron Hollister at [ron@artbyrk.com](mailto:ron@artbyrk.com)

To apply for the Sale, click on the button to the right

