



## Calgary Artists' Society

### Spring and Fall Art Shows

924 Heritage Drive SW

11 am to 4 pm

#### EASEL SET UP

Easels are delivered to the St Andrew's United Church at approximately 12 noon on the Friday before the show. Members involved in the show are asked to help set up easels and tables.

#### ARTWORK

All artwork is to be set up on the Friday afternoon between 1:00 and 5:00 pm or Saturday 9:30 to 10:30 am prior to the show. Each artist is entitled to a minimum of three easels which hold approximately three pieces each (depending on size). It is the artist's responsible to arrange their own work.

Work should be neatly matted, shrink-wrapped or framed. The Exhibition Committee has the right to reject any work they deem unsuitable. Label each painting using your code (first three letters of your name), and a number eg. Joe Smith would be: SMI-001, SMI-002 etc. Labels are provided at the show or can be found on the CAS website under the member section. Duplicates of labels need to be made with one being placed on the front of your piece and one on the back.

#### INVENTORY

List in duplicate, the name of the work you're displaying in the show along with your coded number and price. A fellow CAS member must check your list against your paintings. Please create a separate inventory list for any cards. Inventory sheets will be provided at the show or can be found on the CAS website under the member section.

#### NAME TAGS

Artists name tags will be available at the show and should be left behind after the show is over. Three artist name signs—to be attached to the easels—will be available at the show and should also be returned.

#### LUNCH

Please bring a plate of goodies (not necessarily sweet) for the snack table and/or artists' lunch. Do not use any nuts.

#### DISMANTLING

ALL members are expected to help dismantle the show at 4:00 pm. Before folding the easels, please ensure all crossbars arms are attached. There are arrows on the central support indicating whether the crossbars should be stacked UP or DOWN. This way they can be nestled properly with no conflict between crossbars (at the same level) of abutting stacked easels. The easels are to be stacked at the back of the hall and then loaded on the truck.

#### CHECK OUT

Before you leave, get your inventory list from the desk and have another CAS member check off the paintings you are taking home. The list should show the paintings that have been sold.

#### COMMISSION AND PAYMENT

We do not charge GST. CAS takes 18% commission on all sales. Commission varies from show to show. Payment for work sold will be made to the artist at the next CAS meeting. If you are unable to attend, arrangements can be made to have payment mailed.

#### PARKING

On the Saturday of the show, please try to park somewhere other than the Church parking lot to allow customers easier access.