



## Small Works Show & Holiday Marketplace 2016

### SHOW TIMES:

- Opening, Friday, Dec. 2 6 pm - 9 pm
- Saturday, Dec. 3 10 am - 4 pm
- Friday, Dec. 9 10 am - 2 pm
- Saturday, Dec. 10 10 am - 4 pm

### ENTRY DROP-OFF TIMES:

- Saturday, Nov. 26 1 pm - 4 pm
- Wednesday, Nov. 30 10 am - 12 Noon

### PICK UP TIMES:

- Saturday, Dec. 10 4:15 - 5 pm
- Wednesday, Dec. 14 10 am - 12 Noon



**VOLUNTEERS** - TO MAKE THIS EVENT SUCCESSFUL WE NEED SOME HELP FROM MEMBERS. If you would like to be part of the "team," please email us at [contact@princetonarts.org](mailto:contact@princetonarts.org) or call 978-464-2378

**ELIGIBILITY:** Open to all with paid '16-17 membership. New members welcome! Dues are \$30/yr and can be paid at drop-off.

**ITEMS FOR SALE:** This show focuses on SMALL original works and items. All mediums are welcome! We have wall space for framed pieces and have pedestals and tabletops for 3-dimensional work, printed material, and artisan made gift items. We are seeking your paintings, carvings, pottery, ceramics, ornaments, jewelry, drawings, glass, photographs, artist prints, fiber arts, giclees, cards, sculptures, clothing, books of original writings and poetry, original CDs, and any other small gift items your creativity has produced. All entries must be for sale.

**REQUIREMENTS for WALL GALLERY ENTRIES:** We will accept up to 3 wall entries of original art per artist. Each piece should be no larger than 200 square inches, INCLUDING FRAME. Example: 12 X 16 = 192 sq. inches. All wall pieces must be wired and ready for hanging.

**REQUIREMENTS for MARKETPLACE ENTRIES:** The number of items is unrestricted; every effort will be made to display all items. Artists are encouraged to bring in trays of unframed but matted and/or shrink wrapped artwork or unframed canvas paintings and other types of flat art that can be displayed and sold from artist-provided trays. Other types of gift items may be grouped in baskets, trays, or stands as needed.

**LIABILITY:** While the Princeton Arts Society will do everything possible to carefully handle art items and maintain security from time of drop-off to time of pickup, the Princeton Arts Society cannot accept any liability for lost or damaged work. Artists will also be responsible for any tax liability resulting from the sale of work.

**SALES:** Sales will be subject to a 25% donation to the Society; work priced under \$50 will have a 15% donation. The intent is to promote high quality and affordable gift purchases. The event will be well marketed.

**ART DONATIONS:** As in the past, we invite you to support the Princeton Arts Society by donating one small piece of affordable, original art. All proceeds from the sale of donated items will go to benefit the Society. Donations continue to be an important means of raising funds to support the Princeton Arts Society and our growing programming schedule. Your participation is greatly appreciated!

**ENTRY FORMS and DROP-OFF:** *Entry form is attached.* Please bring your completed Entry Form when you drop-off your work at the Princeton Arts Society's room in the Princeton Center Building. In the meantime, if you have questions please contact [contact@princetonarts.org](mailto:contact@princetonarts.org) Please have all price labeling completed prior to drop-off.

PRINCETON ARTS SOCIETY is a 501(c)3 organization. All donations are tax deductible.

2016 Small Works Holiday Marketplace and Show – ENTRY FORM

PLEASE PRINT

Artist’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Labeling - Each individual Marketplace item must have a legible sticker or tag firmly attached showing the price and its unique inventory code.** (Wall art is excluded.)

The purpose of this is to assure accuracy during the payment process. Every item will have a unique number and we will not be trying to figure out which card/print/bag is blue or green or has flowers or butterflies. Additionally, if you have numerous pieces, you will not need to write out the name of every item on this Entry Form...just give us the code numbers.

This will also speed up the customer’s payment process that in the past has created a bottleneck.

**Coding -** The inventory code must be your initials (3 if possible) plus a number, created in a linear sequence to represent the items in the collection starting with the number one (1) and continuing without breaks through all your items. (Example: JBS 1, JBS 2, etc.)

See more Coding Examples on next page.

**LIABILITY:** While the Princeton Arts Society will do everything possible to carefully handle art items and maintain security from time of drop-off to time of pickup, the Princeton Arts Society cannot accept any liability for lost or damaged artwork. Artists will also be responsible for any tax liability resulting from the sale of artwork.

\_\_\_ I have read and accept the Liability responsibility as stated above.

Artist Drop-off Date \_\_\_\_\_ Artist (signature) \_\_\_\_\_

\*\*\*\*\*space below for PAS use\*\*\*\*\*

Code initials for this artist \_\_\_\_\_ Total number of items entered \_\_\_\_\_

Unsold Work Picked Up Date \_\_\_\_\_ Artist (signature) \_\_\_\_\_

Your name \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

**For Wall Gallery Exhibit & Sale** – limit 3, no larger than 200 square inches including frame

*Print clearly as information will be used to create labels*

Title (no inventory code)	Medium	Size	Price

**For Donation** (proceeds to the Princeton Arts Society)

	Title	Medium and Size	Price	Code & Price
<b>Wall Gallery</b>				NA
<b>Marketplace</b>	NA	NA	NA	Example JBS 29

**For Marketplace Sale**

Inventory CODE	Category	Price per item	Notes if necessary
<i>EXAMPLES</i> <i>JBS 1</i>	<i>Greeting card</i>	<i>\$3.50</i>	
<i>JBS 2-12</i>	<i>Matted prints</i>	<i>\$25</i>	
<i>JBS 13 - 22</i>	<i>Fabric bags</i>	<i>\$20</i>	
<i>JBS 23 - 28</i>	<i>Fabric bags</i>	<i>\$25</i>	

Continue on next page

