



## Small Works & Holiday Marketplace 2018

**SHOW LOCATION (and drop-off and pickup location) – 206 Worcester Road, Princeton MA. Enter at back of building, lower level.**

**SHOW SALE dates & times:**

Friday, Nov. 30: 6-8:30pm - Opening Reception & Sale

Saturday, Dec. 1: 10am-4pm

Sunday, Dec. 2: 10am-4pm

Saturday, Dec. 8: 10am-4pm

Sunday, Dec. 9: 10am-4pm

**ENTRY DROP-OFF times:**

Saturday, Nov. 24: Noon-3pm

Tuesday, Nov. 27: 12:30-1:30pm

Wednesday, Nov. 28: Noon-2pm

...or by appointment if necessary

**PICK UP times:**

Monday, Dec. 10: 10am-Noon & 4-6pm

Tuesday, Dec. 11: 12:30-1:30pm

...or by appointment if necessary

**ELIGIBILITY:** Open to all with paid 2018-19 membership. New members welcome! Dues are \$30/yr and can be paid at drop-off.

**ITEMS FOR SALE:** All entries must be 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, digital art, 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 gift items your creativity has produced. Note that we have **two categories**; you may enter in one or both:

- 1) **“WALL GALLERY” REQUIREMENTS:** We will accept up to two (2) 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 Gallery pieces must be wired and ready for hanging.
- 2) **“MARKETPLACE” REQUIREMENTS:** Single or multiple items are welcome; the number of items is unrestricted. Every effort will be made to display all items. Artists are invited to bring unframed but matted and/or shrinkwrapped artwork or unframed canvas paintings and other types of flat art to be displayed and sold from artist-provided trays. Other types of items may be grouped in your baskets, trays, or stands, as needed.

**SALES:** Sales will be subject to a 25% donation to the Society, but 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.

**BUSINESS CARDS:** We will have a dedicated table space reserved for business cards or other SMALL marketing pieces.

**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 will not accept any liability for lost or damaged work. Artists will also be responsible for any tax liability resulting from the sale of work.

**ENTRY FORMS and DROP-OFF:** *Entry form is attached.* Please bring your completed Entry Form when dropping off your work. 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.

2018 Small Works & Holiday Marketplace – ENTRY FORM

PLEASE PRINT

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

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

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

Web address: *(If you have a business web page we will list it on a displayed list along with your name.)*

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

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

**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 will not 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.

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

Art checked in by \_\_\_\_\_

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

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

**Wall Gallery Entry** – limit 2, 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

**Marketplace Entry**

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>Ornaments</i>	<i>\$12</i>	

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