

Clothesline Sale Reservation Form

Saturday, August 2, 2008 Benton County Courthouse Lawn

1. The sale runs 9 AM to 5 PM. All artists are expected to stay the whole day. Be there by 8:30 AM to get set up. Someone must be in your area at all times.
2. All hung paintings should be matted and if possible either shrink wrapped or covered with plastic taped to the back. Light weight storm window plastic is inexpensive and can be shrunk on with a hair dryer. Unmatted paintings can be kept in a folder. Upside down TV trays make quick folder supports.
3. All artwork must be kept in your assigned area.
4. Write out an inventory sheet for your own use.
5. For items on sale make out Guild business cards like the following example.

Corvallis Art Guild	
Title _____	
Medium _____	
Price _____	
Artist _____	#
Phone _____	

6. Please make and wear a name tag.
7. For each sale fill out your receipt book like sample in book. Cashiers need this information to keep track of your sale.
8. Space may be shared, but you are responsible for having someone there at all times.

9. Bring these things with you:
- * Clothespins, wire ties, etc. if you are using the wire.
 - * Easel or other support for framed work.
 - * Tools such as scissors, tape, pen, personal business cards.
 - * Lawn chair and card table or TV tray to hold your receipt book.
 - * Lunch, drinks.
 - * A couple of large plastic bags or drop cloth in case of rain or damp lawn.
 - * Paper bags and/or wrapping paper may be a good idea to protect your sold art.
 - * A sweater or light jacket. The 4:00 o'clock wind is often chilly.
 - * Sun screen, hat, umbrella, or whatever you need for the sun protection.

Return the attached reservation form indicating that you wish to be in the sale. All "exhibiting members" who have paid their dues by December 31 and who have exhibited at a Guild sponsored site between August 2007 and July 2008 are eligible. Either bring the form to the July meeting or mail it to the Chair of the sale.

FIRST COME, FIRST SERVED

Places on the wire will be reserved in the order the reservation forms are received. Some adjustments may be necessary to adapt to space availability.

*This year we are requiring an entry fee of \$5.00 to cover the cost of advertising in the newspaper.

CLIP THIS FORM & RETURN AS SOON AS POSSIBLE TO:

Norma Eaton, 24040 Gellatly Way, Philomath, Oregon 97370

or e-mail normartist@hotmail.com - (call for emergencies only - no hand deliveries)

Name _____ Telephone# _____

Need space on the Clothesline? _____

*Enclose a fee of \$5.00 to cover newspaper advertising

Do you have your own setup/booth? _____

Special Requests (medical needs, etc.) _____

I will help: () Set Up () Take down () Cashier () I will help put up large signs 2 weeks before the sale.

Site Plan for the Clothesline Sale of Art

Reflects the setting of freestanding booths in pairs to accommodate more booths/exhibitors.

