

Leeper Park Art Fair Information Sheet
Saturday, June 14, 10:00 – 6:00 Sunday, June 15, 10:00 – 5:00

Please take one if you plan to participate in our member's tent

The St. Joe Valley Watercolor Society sponsors a booth for our members to display and sell their watercolor art at the Leeper Park Art Fair every year. It's a great opportunity to be a part of a nationally acclaimed art fair!

These are the requirements to participate.

Pay \$35.00 (checks payable to St. Joe Valley Watercolor Society) to Gina Mitchell at a meeting or mail the payment to Gina Mitchell at 221 Haines Drive, Elkhart, IN 46514. This fee is due May 25.

Fill out an application, give it to Gina Mitchell at a meeting or mail it to her. Applications are available at the general meetings and online at www.stjoevalleywatercolor.com on the "about us" page. This application is due May 25.

Be a member of the St. Joe Valley Watercolor Society and be up to date on yearly dues. \$35.00 by January 31 or \$40.00 after January 31, make the payment to Nancy Turner, our treasurer.

Choose two shifts to help at the member's booth. Each shift is usually 1 ½ to 2 ½ hours. Two artists are scheduled for each shift to answer questions and take payments. This schedule is made after May 25, when all applications have been received. If you cannot make your booth time, please call someone on the schedule and trade with them.

Label (with the price and your name) each framed painting.

Label (with the price and your name) and wrap all art displayed in your print rack.

Label (with the price and your name) each notecard and have them displayed in a container.

Please label each item you bring with its price and your name - so we know who gets credit for the sale.

If you bring print racks they can be set up on the side of our booth. All art in the print racks should be wrapped in an acetate envelope or shrink wrapped to protect it from damage and to give our booth a more professional look. Each print should be labeled with its price and your name.

Notecards can also be sold at our tent. Each note card should be labeled with its price and your name and be in a container.

Each artist whose art activities qualify as a business needs to have a current retail merchant's license.

The Art Fair is from 10:00 to 6:00 on Saturday and 10:00 to 5:00 on Sunday.

Please have your art hung completely by 9:45 on Saturday morning, fair guests come early on Saturday. There will be security in the park at night, but the safety of your art can't be guaranteed; most artists in our booth remove their art at 6:00 Saturday evening.

Please bring your art back and have hung by 9:45 Sunday.

To maximize everyone's exposure at our booth each artist can put a painting on the front display rack. The remaining display areas will be divided as equally as possible – the amount of space available to each artist depends on how many artists participate.

When helping customers at our booth please remember:

All checks are made out to the artist

Write a receipt for every item sold – it is how we determine sales for each artist

Sales tax is included in the price of your piece

There is no commission taken from your selling price.

The individual sales will be added up and the monies given Sunday morning for Saturday's sales and at the end of the fair day on Sunday (5:00). Hope everyone has a successful Leeper Park weekend!

For more information visit www.stjoevalleywatercolor.com and www.leeperparkartfair.org