



Art Show Reminders for Exhibitors

Hello Exhibitors!

We are all looking forward to a very successful Art Show! We have 333 pieces of art to display 84 artists! While that is really exciting, it also means that we need to be super efficient in order to ensure that everything goes smoothly.

Here is a checklist to help you **make sure your work is ready to be displayed** and so that you know **when to pick it up**. We've also included some Frequently Asked Questions (FAQs) to help clarify anything that you may need to know.

CHECKLIST FOR DELIVERING AND COLLECTING YOUR ART

Community Church at Tellico Village, 130 Chota Center Drive, Loudon

IMPORTANT: Enter through the door near the stage - this is a change from last year.

Delivery - 11 AM - 1 PM Thursday, 4/27/23

- Frame and wire your artwork with D- rings (see FAQ below)
- Apply your label to the back of your art (Title, Artist, Medium, Price). Here is the link to the blank label sheet to print: [Label sheet](#)
- Bring a single sheet of cardboard the size of your artwork for each entry.
- Print your first and last name on top right corner of cardboard that protects your 2-D piece
- Bring business cards
- Bring any easel(s) needed if your 2D work is greater than 36" in height or width
- Bring your art to the Community Church between 11:00 AM and 1:00PM

Pickup - begins at 4:00 pm; ends at 4:30 pm Sunday 4/30/23

- Pick up your cardboard (arranged alphabetically by last name)
- Pick up your business cards
- Remove your artwork (a friend may pick-up your artwork for you)

- Please do not start taking down the panels - we have a team for that
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FAQ: Artwork Display Requirements

What if I forgot what price or title I put in the application?

We have a complete list of all exhibitors and their artwork here: <https://www.tellicoartguild.com/wp-content/uploads/2023/04/AGTV-2023-Art-Show-Artist-Information.pdf>

Does my art need to be framed?

All 2-D art must be framed OR have deep profiles with finished edges and no visible staples. Hanging wires should be taut so they won't be visible at the top when hung. Use D-rings - no sawtooth or eyetooth handers may be used. Painted surfaces must be dry. Our framing requirements are [here](#)

- **If you need help with framing**, today **Tuesday, April 18th**, from 1 to 3 PM in Chota Room A, Hannah Hancock from Jerry's Artarama will be available to get your framed artwork ready for the show:

Why do I need to bring cardboard with my 2-D or 3-D art?

A single sheet of cardboard the size of your artwork with your first and last name on the top right-hand corner will be used to protect your work and the other artwork when stacked prior to hanging. We will store the cardboard for pickup when you get your artwork.

Fiber art, glass art that hangs, and other 3-D art should be delivered in a box to protect it during staging.

How do I help to best display my 3-D art?

- Pieces must balance and stand on their own. Jewelry must be displayed in boxes or on forms.
- Artists displaying stained glass items need to provide their own means of display/hanging. Glass can be heavy if your piece is large and the panels may not be able to support them.

Do I need to bring my own easel?

If your artwork is **greater than 36" in either height or width** you must provide an easel or stand for it. When you check in you will be told where to place the easel and asked to secure the artwork on it.

FAQ: Sales and Marketing

Should I bring business cards?

Yes, bring your business cards when you bring your artwork! Business cards will be placed at the Sales Info Desk for our visitors.

How will I know if my art sells and what is the Sales Information process?

*** New This Year*:** We have a Sales Information team that will handle the sales process separate from the Greeters.. Look for the Sales Table on the far side of the kitchen area. Also new this year: each piece of art will have a number assigned and displayed on the title cards.

If your art is sold, the following steps will be taken:

The Sales Info Desk will have a card for each piece of art. Two duplicate title cards with number, title and artist name will be at the Sales Info Desk

1. The Buyer will inform the Sales Info Desk of the artwork they wish to purchase. A Sales Info Desk volunteer will accompany the Buyer to the artwork to verify their purchase and place a RED dot sticker on the label posted with the artwork to indicate the item has been sold.
2. Returning to the sales desk with the Buyer, the volunteer will remove the item's two attached cards from the Artwork Inventory box and separate the duplicate cards along the perforation.
3. The Buyer will be asked to write their name & phone number on the back of one card and the volunteer will place that card in the GREEN box labeled "Sold" and mark the item SOLD on the Master Inventory Sheet.
4. The Buyer will receive the Duplicate Card so they can contact the Artist to arrange for payment and pick-up after the show closes on Sunday at 4:00 pm
5. If the artist sees a red dot on their display card, please visit the Sales Table to obtain the purchaser's info.

Remember: All sales must be done off church premises privately between buyer and seller. There is NO COMMISSION.

If I sell my work during the exhibit times, may I remove it for my client?

No, artwork may NOT be removed during the exhibit. But you can contact your client and arrange to meet them outside the church anytime after you pick up your art after 4 pm on Sunday.

What if a Buyer inquires about a sold item?

If a Buyer inquires about a sold item, the Artist's business card or contact info will be provided, so the Buyer can make contact about viewing additional work available or to commission custom artwork.

FAQ: Attending and Promoting the Show

Do I need to attend the Opening Reception on Friday?

While it's not required, it's a nice opportunity for visitors and possible buyers to meet the artists whose work they admire. **Please remember to wear a name tag.**

How can I help promote the show?

You can help us promote the event by inviting friends, sending postcards, posting on your social media, and "liking" our posts on NextDoor. An electronic version of the postcard & poster will be sent out about 10 days before the show for you to forward and/or post.

Art Show Extras

Is there music this year?

Yes, music will be provided by volunteers throughout the weekend. Note: We are still looking for two musicians! Please contact [Greg Downs](#) if you can play the piano or guitar unplugged. Please take a moment to thank the musicians who are donating their time for our event.

What food is available?

A Food truck will be on site each day. They are coming without charging AGTV a minimum so we ask you to buy something if you can!

- Friday - 11 AM - 6 PM - Noodles North
- Saturday - 10 AM - 4 PM Blazing Flames (will include muffins, biscuits, & coffee)
- Sunday - 10 AM - 4 PM Blazing Flames (will include muffins, biscuits, & coffee)

There will be tables and chairs outside for our guests to enjoy their meals. Sorry, NO FOOD inside the exhibit!

Volunteering

What did I volunteer for?

- Thursday Set-up: 8 - 10:30 am
- Thursday Receiving 11 - 1 pm
- Thursday 2 D & 3 D "Hanging" 2 - 4 pm
- Friday Saturday and Sunday: Greeters, Sales Info Desk, Art Demos & more...

Check the Volunteer spreadsheet. [Volunteers](#)

Questions? : contact Laura Hersh LRHersh001@gmail.com.

People's Choice Award

How does the People's Choice Award work?

As you know, this is not a juried show. Instead, we ask all our visitors to vote for their favorites. Greeters will offer guests ballots to use to vote for their three favorites pieces of artwork. The ballot must have the **NUMBER** of the artwork (printed on the tag adjacent to the art) for it to count. Everyone should vote only once over the three-day event (honor system). There will be five \$100 prizes awarded which have been donated by Jerry's Artarama.

We ask all exhibitors to be at the exhibit at 3:45 pm as awards are announced on Sunday, April 30. Show ends at 4 pm.