**GUIDELINES FOR APPLICATION IN MEMBER’S TENT**

* Member’s Tent will allow:
  + Each Artist to exhibit their art on a 2X6 grid for wall art (bring extra pieces just in case). Please note: space is limited to 8 participants, first come first served. To sign up, email Betty Sutton at [bettysuttonart@gmail.com](mailto:bettysuttonart@gmail.com). You will be notified with instructions for registration and payment.
  + Artists are responsible for hanging their art and business sign (apply appropriate hardware and bring hooks)
  + Artists are also responsible for labeling the front of each art piece with title, artist name, medium and price
  + Only 1 table available for an Artist exhibiting 3D artwork (bring your own table covering)
* Due to limited floor space within the tent, we ask that you hang any Note Cards and Prints ONLY in rack on grid
* Application fee is $35.00, Non-Refundable, No Deposits, No late payments
* All exhibiting artists are required to volunteer to assist in the member’s tent at least 1 three hour shift during the 2 day art show (see table on next page.) During schedule show hours, at least 2 CBAA members or volunteers will be in the Member’s Tent at all times
* There will be a reference folder with a list of the Artists information, schedule of shifts for working tent and the guidelines at the Member Tent
* All art should be for sale. Art in the Member’s Tent is NOT eligible for Jury
* Negotiating prices on art will ONLY be by the Artist when on shift. If needed, art purchases may be made through the CBAA mobile payment system with payment made to the artist by check at a later date. There will be a processing fee subtracted from the purchase price
* Art Intake and Set Up: Friday, October 11 from 5:00pm to 7:00pm or Saturday, October 12 from 8:00 am to 9:00 am
* Art pickup by 5:30 pm on Sunday, October 13
* Breakdown of tent will be Sunday, October 13 from 5:00pm to 7:00pm. All participating members are expected to be there to break down the tent
* There are no electric outlets in the tent
* In case of inclement weather, you will be emailed or called
* Release of Information Form needed if someone other than the Artist is picking up art on Sunday, October 13 (see below)

DISCLOSURE STATEMENT: SECURITY WILL MONITOR the grounds during closed hours of the art show. CBAA, sponsors or affiliates with the art show WILL NOT be held liable for damage to, or theft of, any artwork.

Release Form (Art picked up by someone other than artist)

Artist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_

Person Picking Up Art \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_

**Shift Schedule for Artists in Member’s Tent**

|  |  |  |
| --- | --- | --- |
| **Saturday, October 12** | **Artist** | **Artist** |
| 10:00am to 1:00pm | Betty Sutton |  |
| 12 Noon to 3:00pm |  |  |
| 2:00pm to 5:00pm |  |  |
| **Saturday, October 12** | **Artist** | **Artist** |
| 10:00am to 1:00pm |  |  |
| 12 Noon to 3:00pm |  |  |
| 2:00pm to 5:00pm | Betty Sutton |  |

**Breaks As Needed**