



# ARTIST'S EYE GALLERY

Hosting the gallery...

# Opening the Gallery

- Enter through the back door using your key code. Turn on hall light and then close the door behind you. Air conditioner temp can be adjusted to 75 degrees from 78 degrees.
- Turn on lights in all rooms (small gallery room *if in use*) & track lighting. A couple have toggle switches on the wall, and some must be plugged in.
- Place your personal items on the black counter in back entry hall, or in the office. Bring only items you are going to be using on or near the gallery desk. Keep counter in gallery hall clear!
- Get the front door key off the office desk. It has a paintbrush key chain.
- Open the front door. Using the swing down door holder to hold the door open, take out rolling sandwich board sign to sidewalk in front of gallery and lock the wheels by pushing down the wheel tabs marked in red with your foot, or you can use the stick in the window sill behind the gallery desk for this purpose.
- Release the door holder and reenter the gallery closing the front door. Put the key back on the office desk.



# The Outdoor Sign

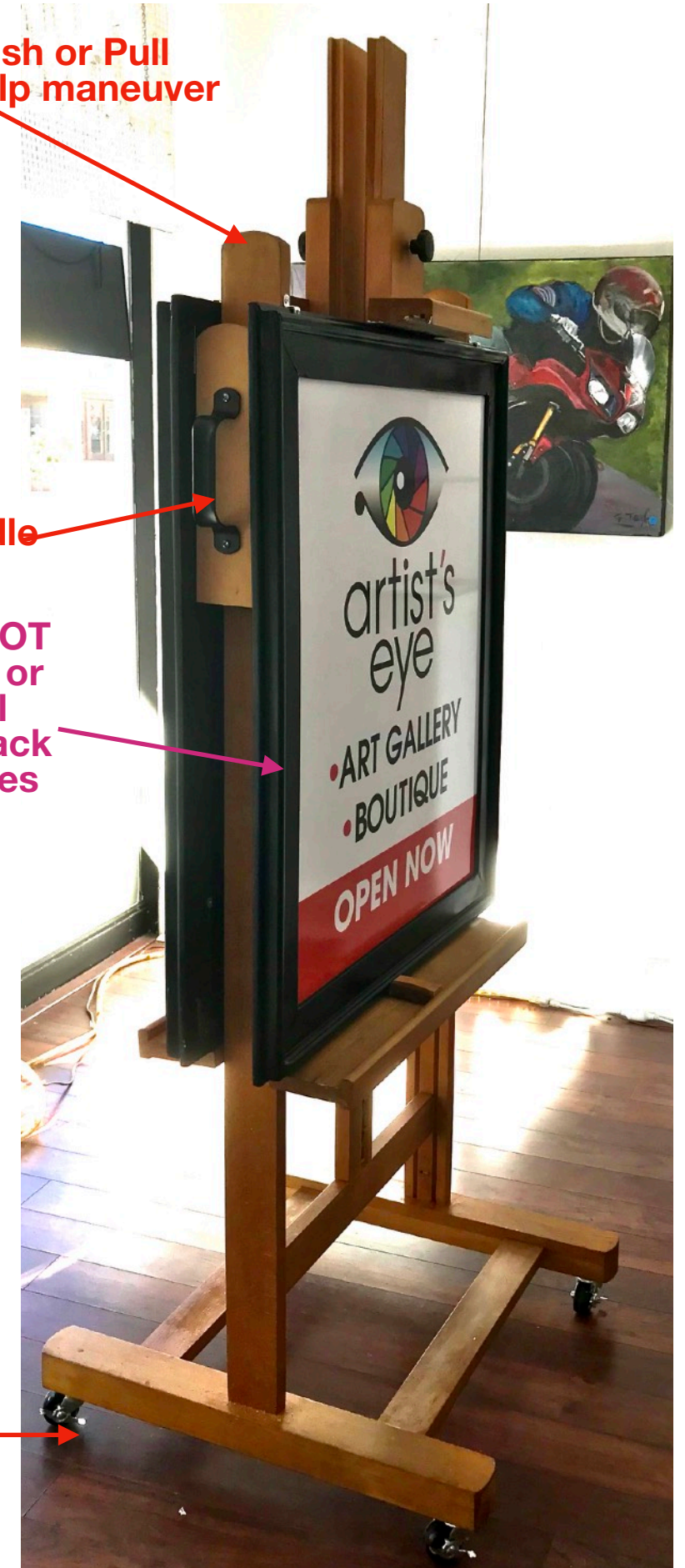
- Push or pull the sign using the handle and the easel portion above it to maneuver only, not the sign frames! You can use your foot on the bottom of the easel to tip the sign up a bit to help clear the door threshold.
- There is a stick on the window sill behind the gallery desk that can assist you in locking and unlocking the wheels. The wheels should be locked by pushing down the RED tab on the casters. Sometimes we have gusts of wind that causes the sign to travel. For safety of persons and property, you must lock the castors (wheels).
- Please bring the sign inside if it starts to rain, or you can see adverse weather is imminent.
- If the sign does get wet, please dry off with a rag or paper toweling.

Push or Pull  
to help maneuver

Use Handle

DO NOT  
push or  
pull  
on black  
frames

Lock each castor  
by pushing down red tab



# Greet Visitors

- Welcome visitors
- Tell them if the show extends to the back of the gallery and other room if applicable; and tell them about the boutique!
- Tell them if they have any questions to just ask, (remember we have an Artist's Bio Notebook if they ask about a specific artist). Refer them to our web site for information if you can't answer the question.
- Let them browse.
- Hand them a show schedule if possible. Ask them to please sign the guest book on departure. Thank them for coming and ask them to come again. Tell them we have a new show every month with a reception!

# Making A Sale

For any type of payment, we need a **properly filled out** receipt, in triplicate. Place the cardboard in back of the pink copy. The white copy goes in the cash box with payment, the customer gets the yellow copy and the pink copy stays in the book.

**Write the receipt first!**

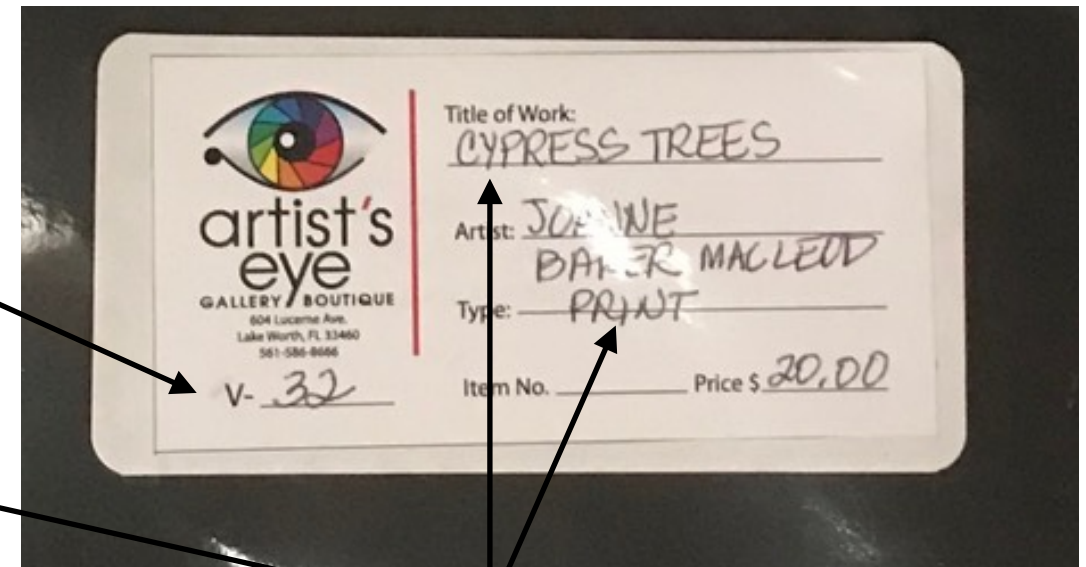
# Boutique Sale

Any item that is not in the gallery show is a boutique item. This includes print bin items. Each boutique artist has a vendor number which will be on their merchandise. It will be written as V- (their number).

**This is very important. We do not know what artist to pay if this number is not on the receipt!**

The merchandise should also have an item number or description.

**This is also very important. The artist does not know which item was sold without this information.**



# Fine Art Sale

Any piece of fine art in the gallery show.

**Write down the artist's name and the title of the piece of art!**

Sales tax must be included on all items sold, currently 7%. There is a tax table in the back of the gallery sitters notebook, and a calculator on the desk if needed for all cash or check sales.

The credit/debit card machine automatically calculates this for you.



# Write A Proper Receipt

Fill in the date. Write down the **vendor number**.  
Write down the **description or the item number**.

Write the **price**. Add **sales tax**. Write the **total**.

Mark the **payment method**. Write down **your name** at bottom. Fill in the customer's name, and additional info. If jewelry, take off tag and affix to white copy. If it will be a charge, you will then go to the charge machine.

Give customer yellow receipt **after** they have paid. Place white receipt in bottom of cash box (checks go here too). Cash & change in tray. Pink receipt stays in book. Turn book to next receipt and place cardboard behind pink page.

If you have made a boutique sale you will need to go to the Boutique Artist's Notebook, and mark the inventory. You will see how to do this in a few moments. You may wait until the customer leaves to do this.

LAKE WORTH ART LEAGUE  
604 LUCERNE AVE  
LAKE WORTH, FL 089030

CUSTOMER'S ORDER NO. DATE APRIL 17, 2019

NAME LINDA DUBOIS

ADDRESS

CITY, STATE, ZIP SEVILLE, OHIO

SOLD BY  CASH  C.O.D.  CHARGE  ON. ACCT.  MOSE. RETD.  PAID OUT

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	V-32 PRINT		
2	CYPRESS TREES	20.00	20.00
3	JOANNE BAKER MACLEDD		
4	TAX		1.90
5			
6			21.90
7			
8			
9			
10	PAID		
11			
12			

RECEIVED BY LEE KRULL

A-4705 T-48528 01-11 KEEP THIS SLIP FOR REFERENCE

# **WE HAVE A NEW CREDIT CARD MACHINE**

For your convenience members again may pay membership dues, show entry fees, or sitting fees using their credit card.

We must charge a fee for this convenience, as the LWAL is charged a fee for each transaction.

\$2.00 for Show Entry & Sitting Fee

\$3.00 for Regular Membership Fee

\$1.00 for Student Membership Fee

\$4.00 for Grandfathered Couples Membership Renewal

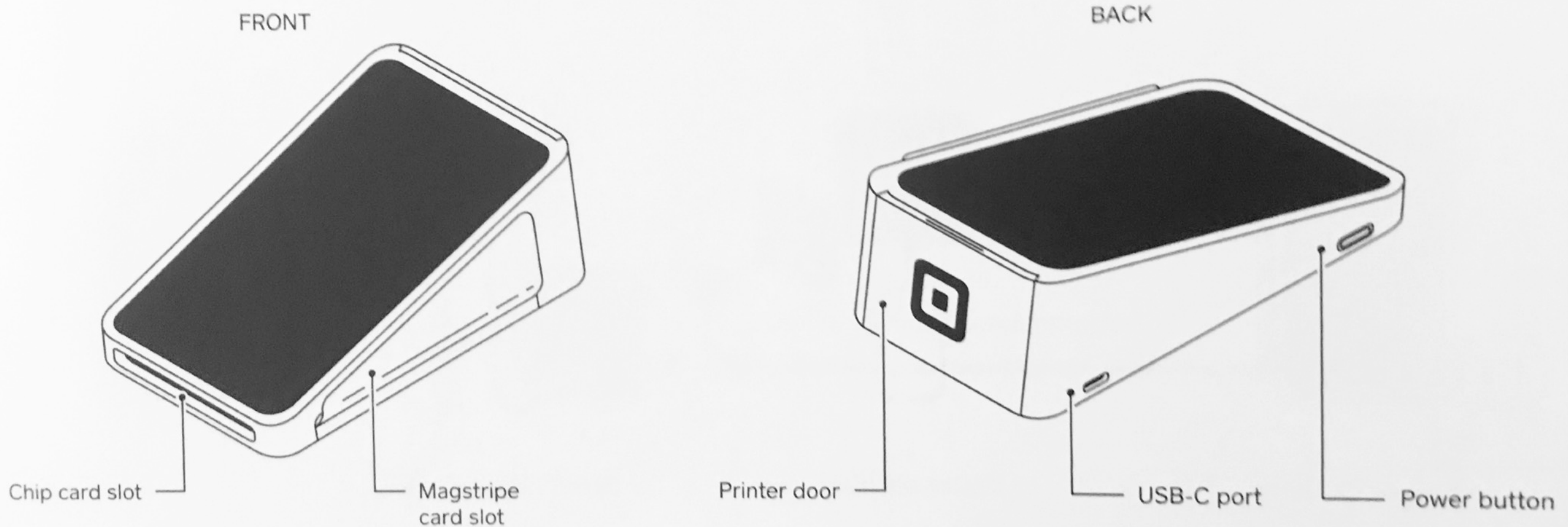
**Customers who purchase art and boutique items using a card will be charged the “convenience fee”. This the same amount that we are charged for each transaction.**



# Using the SQUARE Terminal Charge Machine



# Overview of Terminal

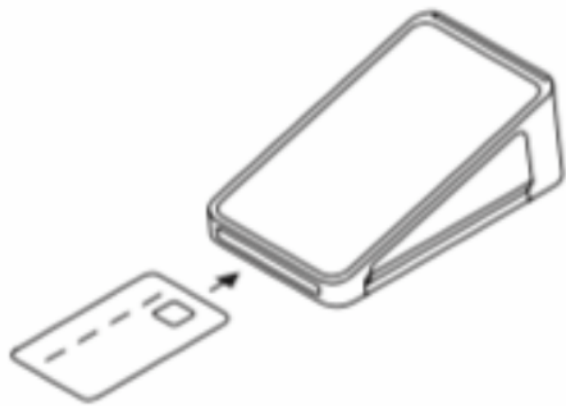


You can disconnect it from the charger  
for ease of use.

Don't forget to put it back on the charger later!

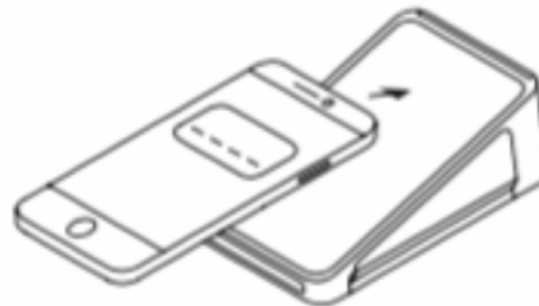
# OVERVIEW - Taking Payments

You can accept all major credit cards and contactless payments. Insert (Dip) the CHIP card, TAP the card or device, or SWIPE.



## Dip

Insert the chip card into the slot with the chip facing up.



## Tap


Hold the device or card near the screen to trigger payment.



## Swipe

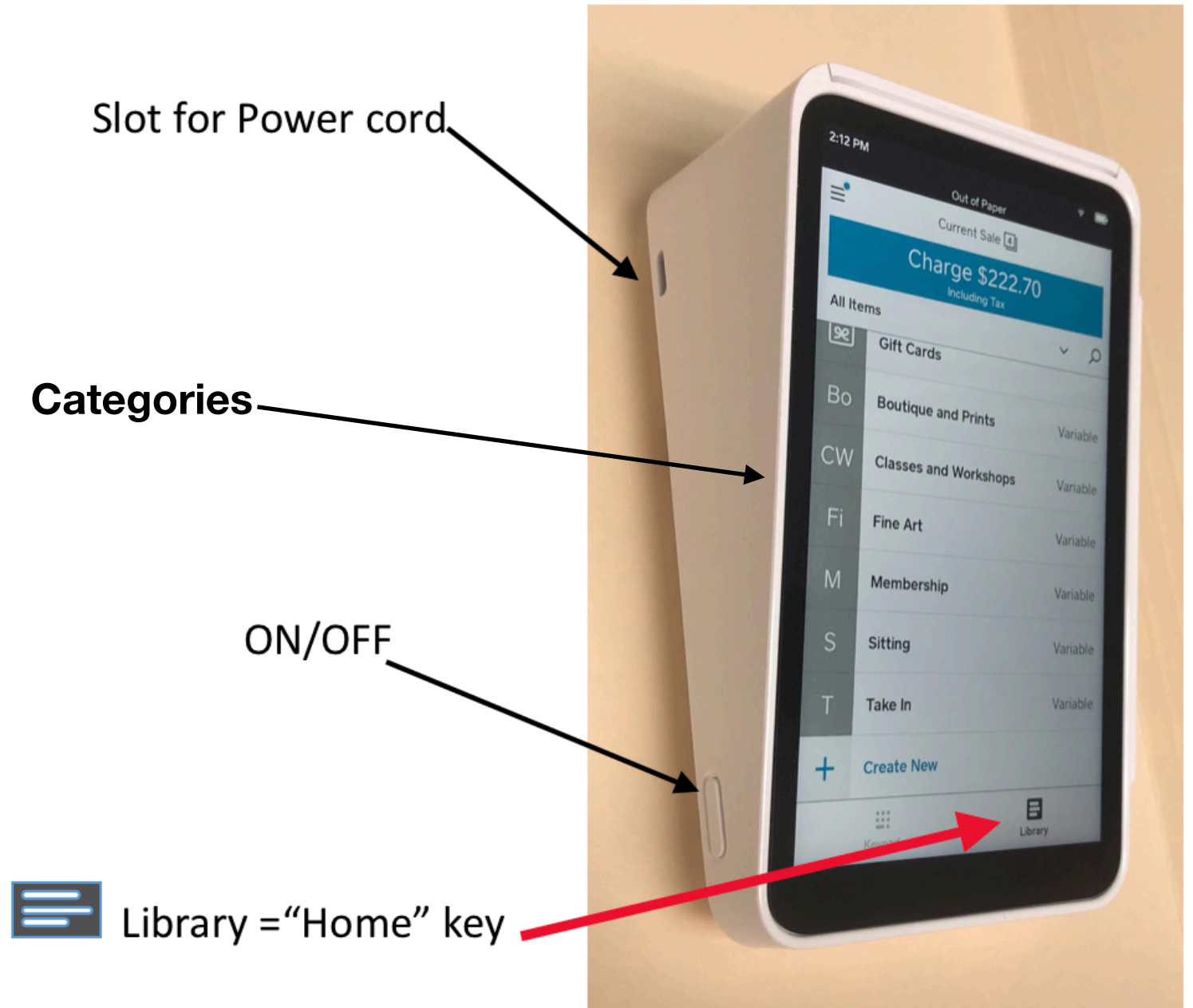
Swipe the card with the magnetic stripe facing Terminal.

# Operating Instructions

Turn On: Press and Hold the button on **the LEFT** side towards the front, for a few seconds. Release when you see the SQUARE symbol  begin to appear. and/or hear a beep . THIS COULD TAKE 5-7 minutes or longer, if there are “software updates.” **It is okay to turn on the machine at the beginning of your shift.**

When “Idle,” the screen is black, just **TAP** the **SCREEN ONCE** to **activate** the SQUARE Terminal.

Tap the **category** of the item being charged such as Fine Art or Take In.





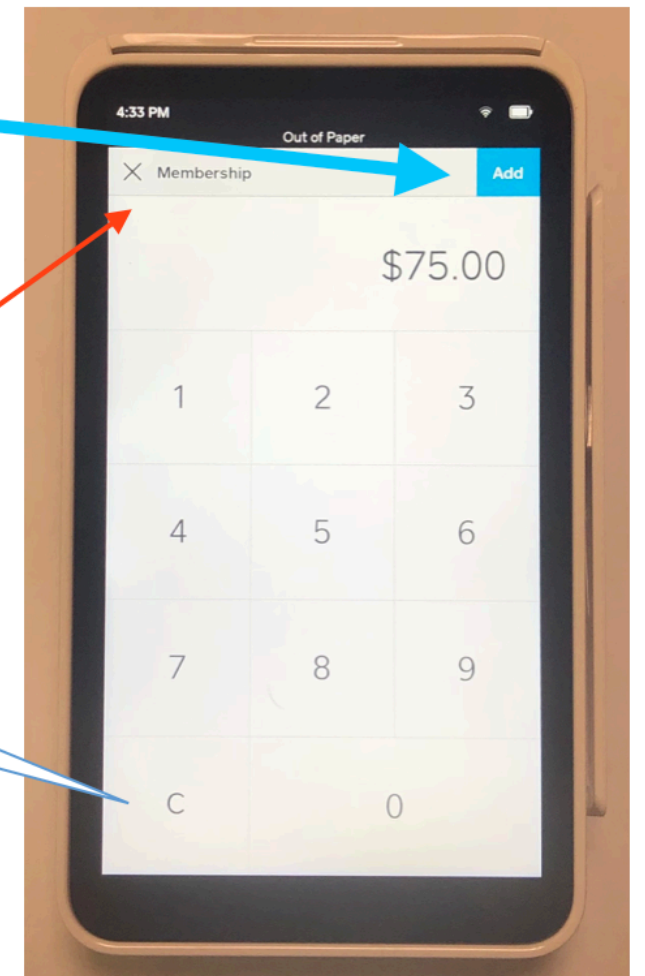
# Enter the sale

Type in the amount of the sale for that category. **You must type in 0's.** If you type only 2-5, 25cents will be charged. You must Type 2-5-0-0 to charge \$25.00. After typing the numbers hit **ADD** in the **TOP RIGHT** corner. The tax will be calculated, if needed. (Classes, Membership and Take In and Sitting are not taxed). A 3% Convenience fee will be added, but not taxed.

For a \$75.00 amount  
PRESS 7 5 0 0  
then tap **Add**

Category is visible here.  
If incorrect, Press the X

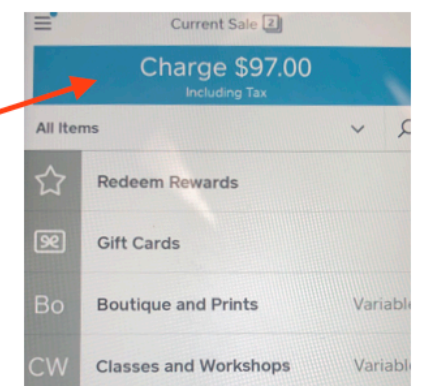
IF ... OOPS, \$75.09,  
press **C**, for Clear



*Clicking on an **X** will usually **Exit** or **Go Back** from the screen you are on.*


**Tap the dollar amount displayed at the top.**

**\$ amount in the  
Blue box amount.**

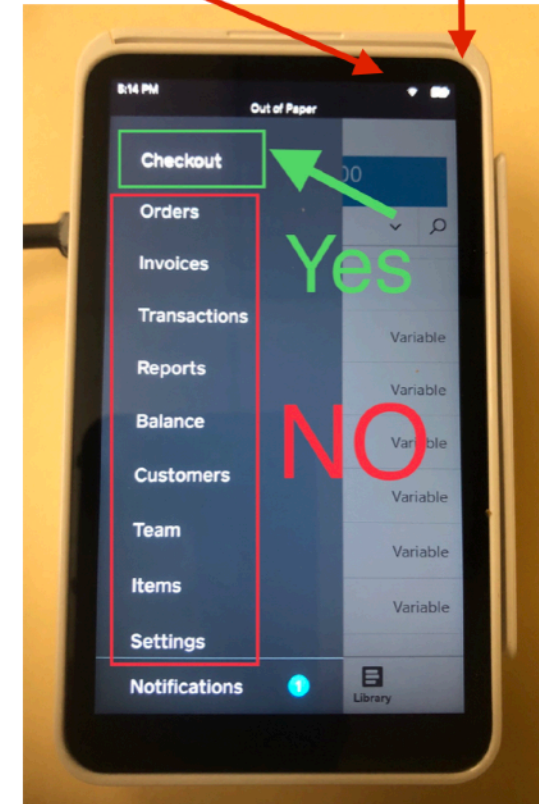


# Processing the Sale

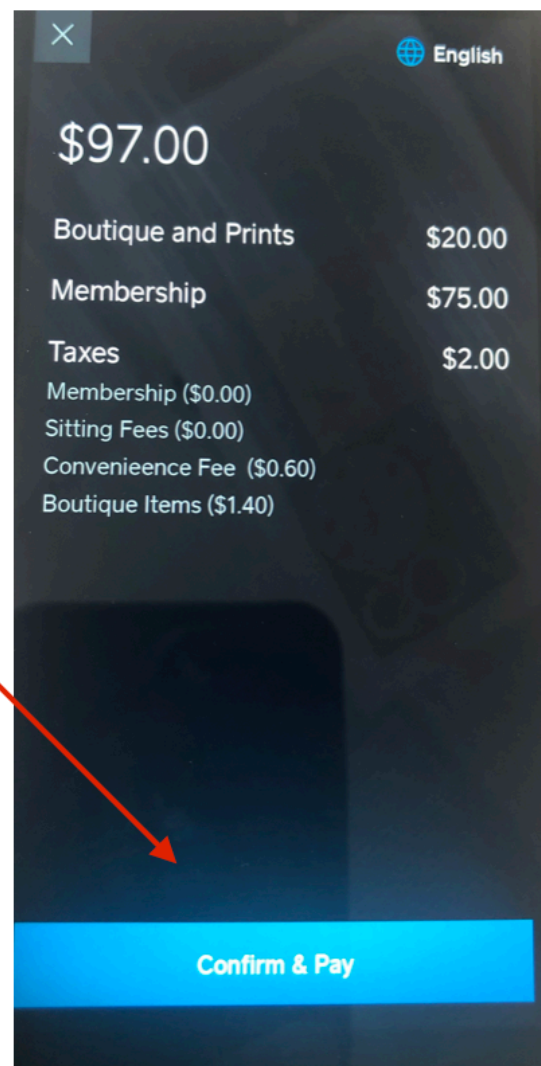
 = WiFi strength

 = battery level

If this screen appears, click **checkout**.

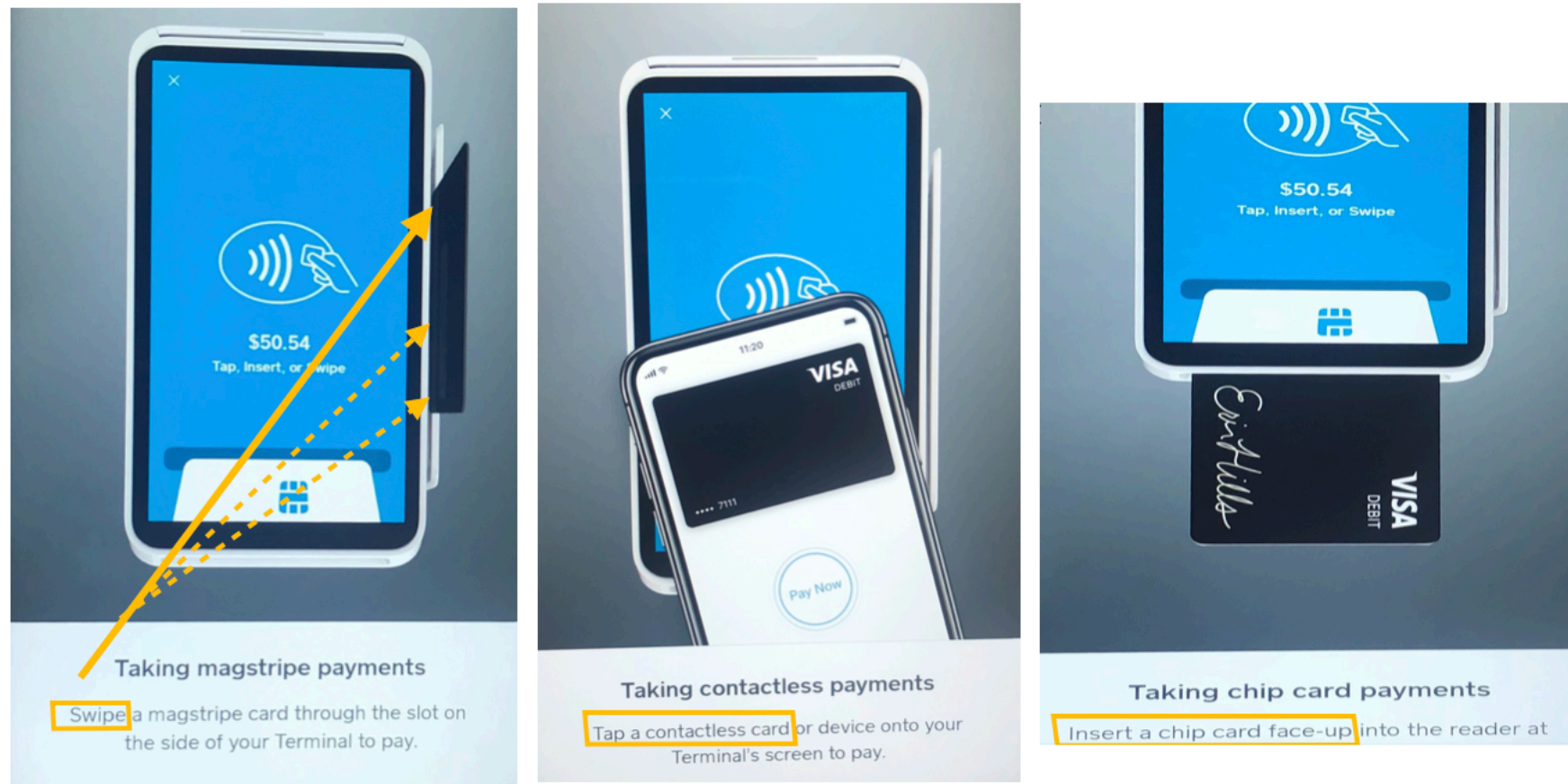


Tap **CONFIRM AND PAY** at the bottom.



# Processing the Card

Tap, Insert, or Swipe the customers charge/debit Card.



If prompted to sign, have customer sign with their FINGER.


They may receive an additional receipt via TEXT or E-MAIL by filling out either when prompted to do so.

Ask if your customer would like a bag. There are bags, tissue, etc. in the closet in the boutique for this purpose.



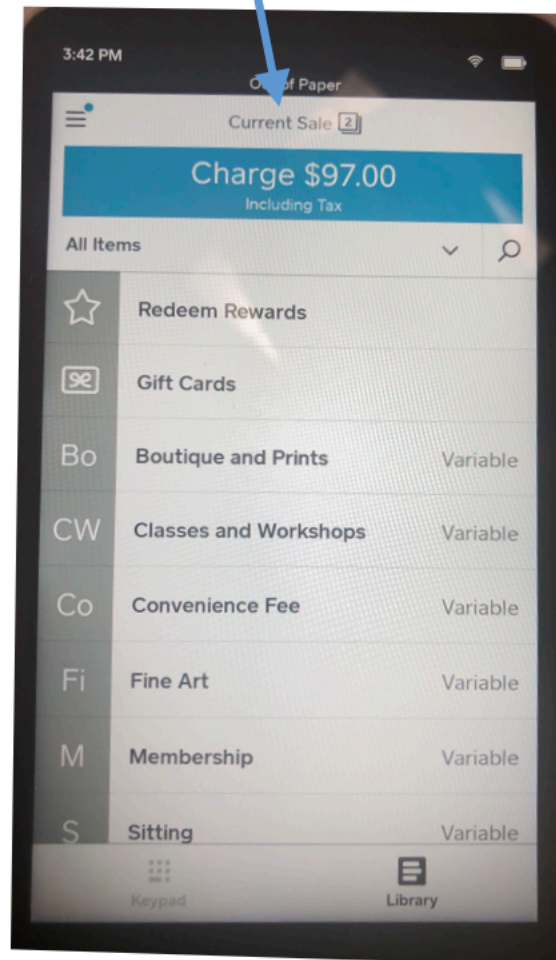
# Canceling a Sale in Progress



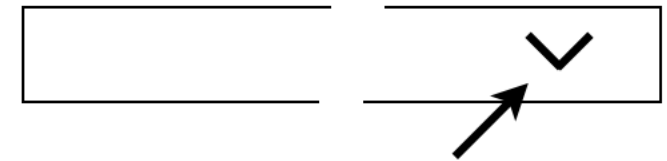
To **Cancel** a sale in progress: Tap Current Sale at the Top of the screen. Next, you will see  Press the arrow. Now tap "Clear Items." The sale is cancelled! You will see \$0.00 and NO SALE at the top.

Tap **NEW SALE** in the top left corner of the machine. You are ready to start a new sale by just tapping the desired category.

A. Tap **Current Sale** at the Top of the screen



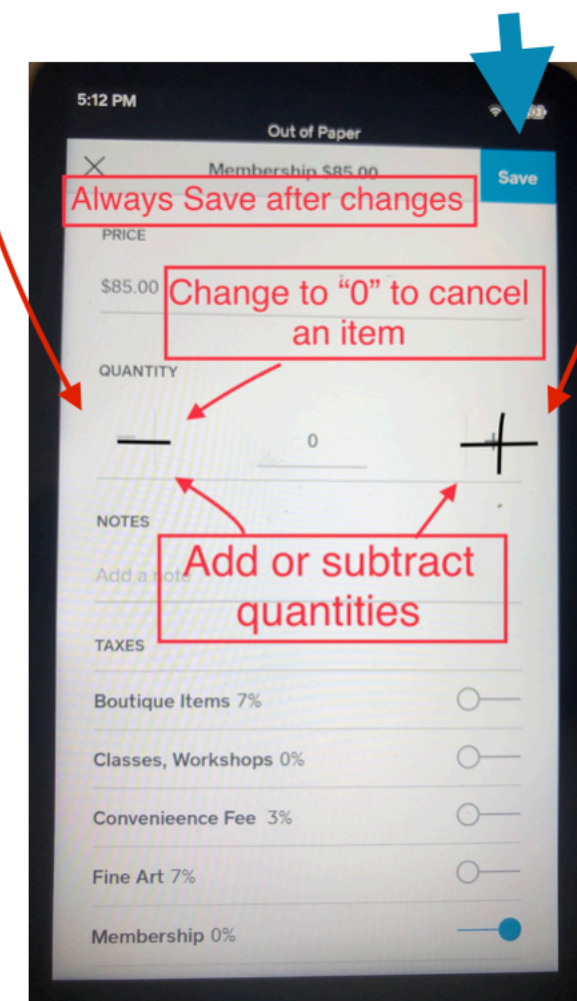
B. Next, you will see :



Press the **ARROW**

C. 1. **Decrease** or **increase** quantities as needed.

C. 2. Always **save** after





# Cash or check sales

Checks should be made out to **Lake Worth Art League, Inc.** Ask for **ID** before accepting a check, such as Driver's License & compare address, signature, photo. Write down the name, address and phone number on the receipt.

*Please do not accept a check without identification.*

Cash and checks go into the cash box along with the white receipt.

Ask if your customer would like a bag. There are bags, tissue, etc. in the closet in the boutique for this purpose.

# Boutique Inventory

- Find the Boutique Artist's notebook on shelf by Gallery desk
- Find the vendor's page by vendor number or get the number from the master list in the front of the notebook using vendor's name.
- Go to the vendor's inventory sheet and record the sale by finding the item, checking the sold box and writing in the date
- All done!

Name: MACLEOD, JOANNE VENDOR # 32  
 Business Name: \_\_\_\_\_

Date: MM/DD/YY	EACH ITEM: NUMBER OR TITLE OR DESCRIPTION	PRICE	✓ REMOVED	✓ SOLD	Date: MM/DD/YY
AS OF 5/11/18	<del>BANYAN TREE - PRINT</del>	<del>20.</del>	✓		
"	TWO RACOONS - PRINT	20.		✓	12.23.18
"	<del>ONE RACCOON - PRINT</del>	<del>20.</del>	✓		
"	<del>GINGER CAT - PRINT</del>	<del>20.</del>	✓		
"	<del>BOBCAT - PRINT</del>	<del>20.</del>	✓		
Feb 9	Dancing Gypsy	20			
"	Cypress Trees	20		✓	4.22.19
"	Sequoia Country	20			
"	Howard Park	20			
"	Massachusetts Stream	20			

Remove dates should be written here

**Boutique Artists:** The date merchandise is entered goes in the first column on left. Item # and description next. An item number is highly recommended, especially with items that are not prints or 2D art. When you remove an item, just check the "removed" box and write in the date in the last column, on the right.



# The Telephone

- Please answer, “Artist’s Eye Gallery and Boutique and the Lake Worth Art League. You may also say “(your name) speaking, how can I help you?”
- If you can’t answer a question or someone wants to leave a message, use the Telephone Message pad. Place the cardboard under the pink carbon and fill in the message. Be sure write down enough info to enable a response.
- Take the white copy and place it on the office desk for further action. You may contact the person whom the message is for as well. If you do, note on the message that it was delivered by (your name), and then put the copy on the office desk.

**PHONE CALL**

FOR DEDE DEHDN DATE APRIL 15 TIME 1:00 P.M.

M. R. PAIN

OF PNC BANK

PHONE 889 111-5282 CELL \_\_\_\_\_

MESSAGE \_\_\_\_\_  
WANTS TO SELL  
YOU A NEW CHARGE  
MACHINE

SIGNED LEE KRILL

TELEPHONED  
 RETURNED YOUR CALL  
 PLEASE CALL  
 WILL CALL AGAIN  
 CAME TO SEE YOU  
 WANTS TO SEE YOU

**PHONE CALL**

FOR \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ A.M.  
P.M.

M. \_\_\_\_\_

OF \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

MESSAGE \_\_\_\_\_

SIGNED \_\_\_\_\_

TELEPHONED  
 RETURNED YOUR CALL  
 PLEASE CALL  
 WILL CALL AGAIN  
 CAME TO SEE YOU  
 WANTS TO SEE YOU

# While you are sitting you may...

- Work on small art projects, keeping working space and supplies at a minimum
- Read (we have some great books in the Library)
  - Use your phone, tablet or laptop. Wifi connection name is in the Gallery Sitters Notebook
  - Tidy up the gallery!!! Dust, sweep, etc.



## **Please remember that the gallery is your priority!**

If you must have a small snack or drink, you may bring it with you. *Use the refrigerator, but please take your items home when you leave.* A four hour shift requires your presence for the full shift.



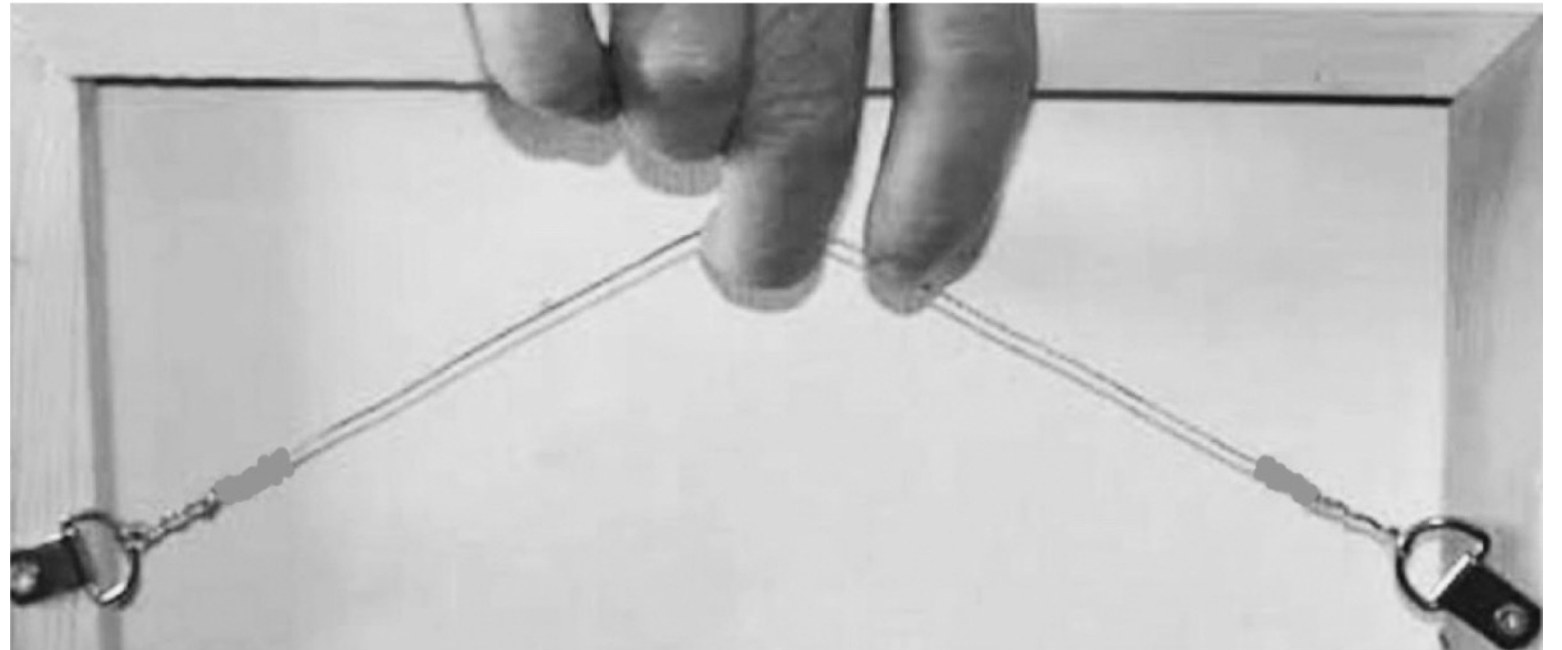
# Closing the Gallery

- Call the next day's sitter to remind them of their shift.
- Sign in the Gallery Sitter's Log book and write down any events of the day, number of visitors, etc.
- Bring in the sign. Don't forget to unlock the wheels!
- Get the key from the office desk and lock the door. Return key to the office desk.
- Turn off all track lighting and lights in the back of the gallery, the boutique, middle room and hallway. Ceiling panel lights in front of gallery on west side remains on.
- Return the air conditioner setting to 78 degrees.
- Leave through the back door, shutting off the back hall light on your way out. Be sure the door shuts and locks behind you.

# Proper Framing

All work that is not on gallery wrapped canvas must be framed.

Gallery wrapped canvas: no staples may show, edges must be painted, tape is not acceptable. All framed work must have clear plastic/glass glazing. Glass accepted for pastels and small works only and waiver must be signed.



All pieces must be wired for hanging, with wire ends taped. Wire should be of proper strength to hold the piece and wiring/framing hardware must be secure to frames.

The wire hardware should be one third down from the top of piece and the wire about two inches from the top, NOT straight across!

See more in the Acceptable Framing Guide.pdf under the Member's Only tab on the website.

*Your piece will be disqualified from entry if these rules are not followed.*

# Gallery Show Checklist

- Artwork is properly framed and /or wired for hanging
- Matted works have a clean mat
- Frames are clean and free of dirt, mildew; no staples/nails are visible. Chips and scratches repaired/painted
- Glazing is clean; free of dirt, fingerprints, dust
- Artwork has a label attached to the upper right hand corner on the back with the name of the piece, the medium, the size, the price, the name of the artist and phone number
- You may attach a sales contract to the back of the piece if desired.

# We ask that you:

- Please bring appetizers or a beverage to the reception to share if you are able. The more successful the reception, the more potential customers and members we attract. Donations of small wine glasses, small plates, and napkins, paper towels, etc. help us keep costs down. Think of your gallery when there is a BOGO sale on these items!
- Aside from your gallery hosting shift that you volunteer for an extra shift, or something else to help keep your gallery going. Just a few people can't do it all.
- If you have any issues to be dealt with, suggestions, complaints, or concerns, please feel free to tell your Board Members. We are always looking for ways to improve!



# Thank you!

For helping to keep YOUR Gallery running smoothly  
and professionally.