



Mooreville Arts Annual

Give the Gift of Art Holiday Sale

Prospectus

This November and December, Mooreville Arts Gift Shop will hold its annual “Give the Gift of Art Holiday Sale.” We are excited that you are submitting your artwork for selection to be displayed in this year’s holiday sale. Because we have limited space, selection will be based on quality, size, originality, and diversity. Please refer to and follow the prospectus below when selecting your items, filling out your MA Holiday Give the Gift of Art Inventory Sheet, and preparing your items for intake. Key items to remember are:

- **You must use your MA Gift Shop Artist Number. If you do not have one, send an email to: MoorevilleArtsGiftShop@gmail.com.**
- **All items must be submitted in a plastic bin/container large enough to hold all items. This container must have a lid. This container must have your name on the side and lid.**
- **All items must be listed on your copy of the MA Give the Gift of Art Holiday Gift Shop Inventory Sheet prior to intake.**
- **A ¾” yellow dot (such as Avery #5462) with artist number, item number, and price must be attached to each item. (Instructions on page 5)**
- **We must have a registration form signed by you in our records (see page 3)**

AM I ELIGIBLE TO SUBMIT ITEMS TO THE GIFT SHOP?

All current members of Mooreville Arts are eligible to participate. Participants who volunteer to docent at least 4 hours in November and at least 4 hours in December will be charged a 20% commission. Participants who do not volunteer to docent will be charged the normal 30% commission for that month. Mooreville Arts is a volunteer based organization. Volunteering as a docent will help insure the gallery is open. Every day the MA depot is open increases the opportunity for your items to be sold. Also, being a docent is one of the easiest and enjoyable methods to volunteer.

WHAT ART WORK IS ACCEPTABLE?

Any item in the gift shop must be original in concept, design and execution by the artist. Work produced or copied from published photographs, advertisements, websites, art books, other artists’ work, copy written images, commercial or mass-produced molds or patterns, novelty and/or decorative crafts or kits are not acceptable. High quality prints, gift items, and note cards of original artwork are acceptable.

Mooreville Arts reserves the right to exclude items deemed inappropriate, not in good taste, works not properly prepared for display, works too large to display, or works that require special installation or care. Items that fit the following categories are acceptable for submission:

- **2D**
 - Should not exceed 20” X 20” (including frames if applicable)
 - Print rack items not to exceed 20” X 20”
 - Suggested items (not restricted to the list below):
 - ◆ Original paintings and drawings
 - ◆ Prints
 - ◆ Photography
 - ◆ Note cards
- **3D**
 - Should not exceed 15” X 15”
 - Suggested items (not restricted to the list below):
 - ◆ Pottery
 - ◇ Artistic
 - ◇ Functional (i.e. mugs, bowls)
 - ◆ Jewelry

- ◆ Glass
- ◆ Sculpture
- ◆ Wood work
 - ◇ Carvings
 - ◇ Boxes
 - ◇ Turned works
- ◆ Fabric art - must be your original design
 - ◇ Quilt wall hangings and/or blocks (not to exceed 20"X20")
 - ◇ Wall hangings
 - ◇ Scarves
 - ◇ Batiks
- ◆ Gift items such as mugs featuring your original art

WHAT PRICE CAN I CHARGE?

Although you are free to set your own prices, past sales history indicates that items less than \$150 sell much faster.

HOW MANY ITEMS CAN I HAVE IN THE GIFT SHOP?

In order to ensure a greater diversity of artists and items, the quantity you can have in the gift shop will be based on how many items are submitted within each product category, the size of items, and the display area available.

WHEN DO I SUBMIT AND PICK UP MY WORK?

Intake will be held on **Friday, October 27, 2017 from 12 PM - 4 PM and Saturday, October 28, 2017 from 10 AM - 2 PM**. Arrangements for early intake must be made through OfficeMooresvilleArts@gmail.com. Appointments must be made at least **48 hours before being brought in. Items dropped off at the depot without an early intake appointment will not be accepted. No entries will be accepted after 2pm on October 28.** We highly recommend that all portions of your inventory form and labeling are completed prior to bringing your items for intake. This includes the required yellow dots. We also recommend entering your inventory directly into the Give the Gift of Art Inventory Sheet Word document using your computer. If you are unable to do that, we will accept handwritten inventory sheets. The handwriting must be legible.

Because space is limited and diversity of items is being emphasized, there is a possibility that some items received will not be selected for display. If some of your items are not selected, you will receive an email with instructions on how to pick them up.

Pickup days are **Friday, January 5, 2018 from 12 PM - 4 PM and Saturday, January 6, 2018 from 10 AM - 2 PM**. Works not picked up within 15 days will become the property of Mooresville Arts. You may have someone pick up your work during pick-up hours. However, for your safety, you must send an email to MooresvilleArtsGiftShop@gmail.com two business days prior to pick-up stating who will pick up your artwork.

HOW DO I SUBMIT MY WORK?

There are six key things you must do to submit your work for consideration:

- You must use your MA Gift Shop Artist Number on each item. If you do not have one, send an email to: MooresvilleArtsGiftShop@gmail.com
- All items must be submitted in a bin/container with a lid that is large enough to hold all items. Make sure your full name is on both the container and the lid.
- All items must be listed on your copy of the MA Give the Gift of Art Holiday Inventory Sheet prior to intake. (see sample at end of prospectus). Please keep a copy of your Inventory Sheet(s) for your records.
- 3D items must be wrapped to keep them safe from damage during transport.
- All items must be securely labeled following the instructions below. Note: All labels must contain your MA member #, the Item #, and the price. If space permits, include the title of the item. (see sample at end of prospectus)
- A signed registration form must be on record at Mooresville Arts. (see page 3)
- Optional: Include your business cards with your inventory sheet to be displayed in the gift shop.

Consideration should be taken with framing and presentation of items. Any 2D works larger than 12" X 12" must be wired for hanging or have mounting hardware. Saw tooth hangers can be used for smaller, lighter items. Items that are framed and matted must be neat, clean and in good repair. Prints (i.e. Giclée) and printed note cards that are not originals must be labeled as such.

WHAT HAPPENS WHEN MY ITEMS SELL?

Notification of items being sold and payment for sales occurs monthly.

LIABILITY:

Mooresville Arts will do everything possible to keep each piece safe. However, submission of an item to the gift shop is at the artist's own risk. It is suggested that an artist wanting protection insure his or her own art (some homeowner's policies may include protection and should be checked).

REPRODUCTION RIGHTS:

Mooresville Arts reserves the right to photograph any work for publicity or promotional purposes only. No compensation is provided for this use.

REGISTRATION FORM:

The following form must be signed and returned in order to have your artwork displayed in the Mooresville Arts Gift Shop.

I understand and agree to all the terms and conditions of entry described in this prospectus. I further pledge that all artwork I submit is of my own original creation in concept, composition, and execution. I also accept that I am submitting my items at my own risk.

Name: _____ MA Member Number: _____

Email: _____ Phone Number: _____

Mailing Address:

Signature:

Feel free to contact us at GiveTheGiftOfArt@gmail.com with any questions or comments.

Instructions to Fill Out Inventory Sheets and Labels



Mooreville Arts Third Annual Give the Gift of Art Holiday Sale Inventory Sheet

Name: _____ Jane Doe _____
_____153_____

MA Member Number:

Email: _____ Jane@gmail.com _____
704-555-5555 _____

Phone Number: ____

Mailing Address: _____ 1234 South St. Mooreville, NC
28115 _____

Welcome to the Mooreville Arts Gift Shop. Refer to and follow the Mooreville Arts Gift Shop prospectus when filling this form out and presenting your items to be displayed in the gift shop. Although we highly recommend you use Word to input your information, we will accept handwritten information. Handwriting must be legible. Please keep a copy for your records.

Each item, including notecards and notecard packs, must have a unique item number selected by you.

NOTE: Do not enter anything in the yellow columns (Date In, Date Out, Sold (Y/N))

Item Number	Title	Medium	Price	Date In	Date Out	Sold (Y/N)
1	Sudden Spring	Watercolor	\$125			
2	Dragonfly	Necklace	\$85			
3	Dragonfly Bowl	Pottery	\$90			
4	Spring on the Majestic Mountain	Giclée print	\$35			
5	Note cards	Note cards	\$3.50			

1. Fill out the top portion of the inventory form. If you don't have your unique Mooreville Arts member ID, contact MoorevilleArtsGiftShop@gmail.com
2. Enter the item number - You determine the item number.
3. Enter the title of the item (if there is one)

4. Enter the medium
5. Enter the price
6. **Do not fill in the yellow areas marked “Date In,” “Date Out,” or “Sold”**
7. Label each item based on your inventory sheet.
8. **Required:** All works must be securely labeled with a ¾” yellow dot (such as Avery #5462). See instructions below.
9. Optional: You may also use one of the following label options:
 - Smaller items - Marking tags 1 ¾ “ or larger (such as Avery 11014 with string) must use label format shown below. Each tag must contain the following information
 - MA Member ID #
 - Item Number
 - Price
 - Larger items - Business card size label taped to front of item - must use attached label format

Required: Removable Yellow Dot

Attention: All items must have a ¾” yellow dot (such as Avery #5462).

The yellow dots are used after the sale of an item to identify the artist, the item, and the price of the sale. Without the yellow dot, we have no way of tracking who should get paid for a sold item. These dots must be removable. Do not fold them to make them stay on your artwork.

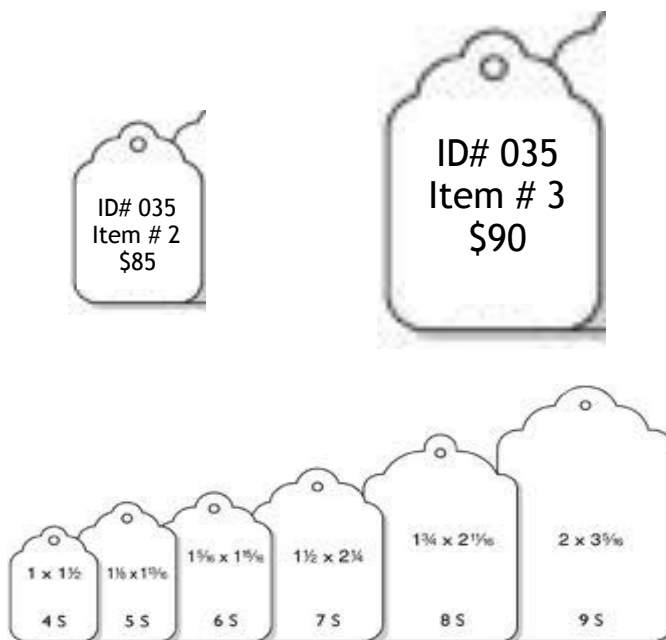
The following information must be on the yellow dot in this order:

1. Top line: Three Digit Artist ID# (in this example, artist number 035, **not 35**). Listing your 3 digit number first will insure you get credited for sales of your artwork.
2. Second line: Item number (selected by you)
3. Third line: Price



Optional Sample Marking Tags with Strings for Smaller Items

Marking tags can be used on small items that will not hold the yellow dot. The yellow dot should be attached to the marking tag. These tags must be firmly attached to the item, must have a string, and must contain the following information:



Optional Sample Business Card for Larger Items

Since it is left on your item after purchase, a business card sized label on larger items is highly encouraged. This label will allow the buyer to have your contact information available in the event they want to purchase more of your work. The label should include: the name of your artwork, your name, medium, artist & item number, price, and either your email address or website.

Sudden Spring

Artist Name: _____Jane Doe _____
Medium: _____Watercolor _____
Artist #: _____035_____ Item #: _____1_____
Price: _____\$125_____
Email/website: abc@gmail.com _____

Spring on the Majestic Mountain

Artist Name: _____Jane Doe _____
Medium: _____Giclée Print _____
Artist #: _____035_____ Item #: _____4_____
Price: _____\$35_____
Email/website: abc@gmail.com _____