



# 2025 Fine Art Show and Sale Show Information for Exhibitors

We have received your registration and are looking forward to including your work in our show. We love showcasing the work of our local artists and artisans, giving our community a chance to purchase and enjoy their work and, in the process, raise money to support the art programs in Orange County Public Schools. Included here is additional information to help you find success in our show.

## Contacts

Co-Chair & General Info	Karen ODonnell	540.840.7202	<a href="mailto:odonnelllake@gmail.com">odonnelllake@gmail.com</a>
Co-chair & Show Layout	Peggy Shull	571.213.5055	<a href="mailto:pshullre@comcast.net">pshullre@comcast.net</a>
Show Registration	Jen Heinz	703.508.1104	<a href="mailto:jenheinz6103@gmail.com">jenheinz6103@gmail.com</a>
Volunteer Scheduling	Christy Rappoport	703.217.2518	<a href="mailto:cprappoport@gmail.com">cprappoport@gmail.com</a>
The Giving Table Donations	Dee Knapp	571.239.6294	<a href="mailto:dpkmomx2@comcast.net">dpkmomx2@comcast.net</a>

## Show Set Up

Peggy will assign all artists to a specific display location and your location will be marked with your name before your arrival. Set up is between noon and 5 pm on Friday, November 15. A little pre-planning of your setup will go a long way and help make your setup quick and easy. Before arriving to set up, please consider the dimensions of your display area, the sizes of your artwork, and how you will make it all fit together. Every effort will be made to have the space ready to be occupied by noon but if something comes up and we are running a little behind, please be patient with us!

## Artists Reception

Friday evening, October 24, we will have an artists' reception from 6 – 8 pm. Wine and appetizers will be served. This reception is for active Lake of the Woods Arts members, exhibitors, their guests, and members of our patron list only. It is not open to the public. You are not required to attend the reception, but attendees will be able to purchase that evening so you might want to be there to represent your work. There will be three pieces of original artwork offered in a silent auction during the reception.

## Show Hours

The show is open to the public on Saturday and Sunday from 10 am – 4 pm. You must keep your display open and set up until 4 pm on Sunday, and then remove your artwork between 4 and 4:30 pm. All hands on deck to help break down after the close of the show is greatly appreciated.

## Volunteer Roles

Even with each exhibitor taking a 2-hour shift to help with show operations, we still do not have enough people to cover the 73 shifts needed to run a smooth show. We have non-exhibiting LOW Arts members who volunteer their help as well, but if you are able to take on more than one shift it will be greatly appreciated. If you are not comfortable leaving your exhibit, please arrange for a spouse or friend to sit with your exhibit while you take care of your volunteer obligation. Though not preferred, it is possible to have someone take your volunteer shift instead, but only by prior arrangement with our volunteer coordinator and on a very limited basis. Please understand there are very few volunteer positions available for substitutes and there might not be any available as the time spots fill up quickly. If you need help, please arrange to have your exhibit covered instead.

### **Show Promotion**

All exhibiting artists should submit 4-5 medium-size, high-quality images of their work and agree that the photos may be used for show promotions, which include our website, in Lake Currents, and on social media. You are encouraged to send these images as soon as possible to [lisaspencergallery@gmail.com](mailto:lisaspencergallery@gmail.com). Please use the following format to name your saved artwork photographs: Last name\_first name\_Title of the art piece. The earlier we receive your images, the more likely they might be used for promotions. It is possible to sell prior to the show based on early publication. In addition, our show program will list each exhibitor's name and their preferred form of contact.

### **Pricing, Selling**

Please review the Artistic and Show guidelines that follow.

The show will have a central cashier table to collect money, and taxes will be added at that time. LOW Arts takes care of tax payments to the State of Virginia. Payments can be made by cash, check, or credit card. You do not need to escort your buyer and artwork to the cashier's table, but you may choose to do so.

Display cards/price tags must be attached to every item and should be attached so they can be easily removed by the cashier. Please place smaller items in a bag or box with the price tag on the outside. Items placed in plastic bags should have the tag on the outside of the bag for easy removal. Tags on 2-D artwork should be attached to the back of the piece with the tag visible on the bottom left. A sheet of display cards is attached to this document and can be downloaded in Word format on the LOW Arts website <https://lakeofthewoodsarts.com/fine-art-show>.

Please see attachment 4 in your email for the formatted price tags/display cards which are computer-fillable. The tags are in a larger, more easily read format. The form has been tested on Macs and PCs with great success. If you have any problems, please contact Karen O'Donnell at [odonnelllake@gmail.com](mailto:odonnelllake@gmail.com).

### **Marketplace Table**

This table will be near the checkout area and any active Lake of the Woods Arts member or exhibitor may place small items on the table. Items should be valued under \$30 and may include notecards, small 3D items, small matted- prints, or small canvases on easels, etc. You must provide your own display setup (ie: basket for cards etc).

### **The Giving Table**

Donations of artwork are being accepted through October 1 2025, from our exhibitors and members of the Lake of the Woods Arts Club. All proceeds from this table will go directly to Orange County School's Art Program. These items should be of a smaller size and priced affordably. Please direct any questions to Dee Knapp whose contact information is above.

### **Payout**

LOW Arts retains 15% commission of sales to cover credit card fees, show promotion, materials, and other costs. Once the show closes, we will reconcile sales records with monies collected and you should receive your pay-out check within a few of weeks.