



Guidelines for Saturday Summer “Tent” Shows at the Cultural Center of Cape Cod

All exhibitors are expected to adhere to the following guidelines:

Dates: Shows will be held on Saturdays. Each year the season begins on the last Saturday in June and ends on the second Saturday in September. We open at 9:30 am until 2 pm. It is recommended that you arrive at 8:30 am (or earlier) to set up art display.

Times: Unless you have a valid reason (e.g. health issues), it is recommended you stay the entire time period. If you are unable to stay, please speak with the exhibit manager.

Eligibility: All **paid YAG** members may sign up to exhibit in our Outdoor Shows. There is no fee; however, all sales will be subject to a 15% commission payment to YAG and sales tax must be included in total price. This will enable YAG to pay for season rent cost.

Sizes & Prices: There are no restrictions regarding size. Only high quality original works will be allowed. Paintings should be properly framed. You may also offer unframed printed artwork that are matted and covered with plastic, to be placed on a rack. Set your price before you set up for the day. You may not change the price of a painting that day either by putting on a new tag or by cross out. The price may be changed for the next show by replacing the old tag with a new one.

Displays and Absences: Members are responsible for supplying and transporting their own display racks. A-Frames or wire racks are recommended for original artwork. Tables should only be used for small paintings, decorative tiles, cutting boards, cards, etc. Exhibits will be accepted for paid YAG members and must be signed up in advance to have a space guaranteed. Your exact space will be determined by “*first come, first served*”. If you are reserved and then unable to attend, notify the exhibit manager as soon as possible. First table near parking is for cashier.

Sales/Taxes & Commissions: By law, you must charge a .0625% Massachusetts State Sales Tax on all sales.

CREDIT CARD SALES:

- **Each artist will process his/her credit card sales.**
- A YAG sales slip (original + carbon copy) will be filled out for credit card sales. The original is for YAG records and the yellow copy goes to the customer.
- YAG will process tax and commission and you will receive the balance in the mail. Be sure you fill out sales slip with phone number of purchaser. After transaction is done and client leaves, you will fill out the YAG standard daily tally sheet with all information.

CASH/CHECK SALES:

- If you make a **cash sale or accept a check** from a purchaser, you must give your personal check or cash for the tax and a 15% commission to the Guild at the end of the day. The check should be made out to “*Yarmouth Art Guild*”. You will also be required to report your daily sales on the envelope form, which states the price of the painting, the tax amount, and the commission amount, with a final total of tax & commission. The final amount (15% + tax in cash or check) is placed in your envelope. If you accept a check, be sure a phone number is listed. Have a small bank of cash to make change relative to smaller purchases. You may wish to have your own personal sales book for your records.

- Be sure to have a fellow artist (perhaps near your station) check your math and in turn, do so for them as well. This will reduce errors and accounting time.
- Kindly bring bags, envelopes and/or boxes of various sizes to pack purchases.

If you are commissioned for a painting by someone who saw your work at a YAG Show even if several months have passed, you are still required to pay tax and commission to the Guild.

Responsibilities: You are responsible for your own artwork and display racks. Do not leave them unattended. If you must leave for a short period of time, request a nearby exhibitor to cover for you. In addition to credit card sales, you may be asked to volunteer for some small job such as putting up signs, and ensuring that all participants have YAG brochures on their racks.

Recommendations: We strongly suggest that each participant commit to at least 5 shows. Each participant should wear a name tag.

Lunch: We suggest that you bring your lunch.

Cars: When you arrive, you may temporarily park your car near your setup spot. Empty your car before set up and move your car to the back parking area.

Stakes: No stakes can be put in the ground (sprinkler system!)

Dogs: Dogs are great but, because of insurance reasons, we are unable to have our dogs in our exhibit areas.

Thank you in advance for abiding by these rules. They help us run a smooth show!

May 2019 – Contact for this season:

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