



## **37th Annual Clothesline Art Sale: Clothesline Art Market June 8 & 9, 2024**

### **Guidelines and Procedures**

Welcome to Leighton Art Centre's *2024 Clothesline Art Market*, part of our *37th Annual Clothesline Art Sale*! Please read ALL information carefully; this document contains important details for participating artists.

As Leighton Art Centre's signature fundraising event, *Clothesline* attracts hundreds of art collectors who are eager to buy great work by Alberta artists. We're excited to invite you to the in-person market and the online sale! Now in its 37th year, *Clothesline* is a valuable opportunity for you to earn income from your work, build your collector base, and support your community. Artist consignment is 60% and the remaining proceeds support LAC's school programs, youth initiatives, and environmental stewardship opportunities.

As a not-for-profit organization, Leighton Art Centre relies on important fundraisers like the *Clothesline Art Sale*. The sale of your artwork supports our mission, vision, and community. Artist's consignment is 60% and the remaining proceeds support school programs, art initiatives, and environmental stewardship.

#### **Important Dates**

- February 27: Application form opens.
- March 18: last day to submit application form.
- April 2: artists notified of the status of their submission.
- June 8 & 9: in-person Art Market takes place at Leighton Art Centre!

#### **Event Overview**

- These details apply if you are offered a booth at the Clothesline Art Market.
- Booth sites will be assigned to artists by lottery. You will be notified of your booth number via email and a site map will be included at that time.
- You will receive a 10 x 10 foot space on June 8th and 9th, outside on the property at Leighton Art Centre.
- Bring whatever equipment you need to display your artwork safely, that will fit within your 10x10 foot space. You may want to bring tables, easels, a 10x10 tent shelter, grid wall, chairs etc.
- You are responsible for transporting your equipment to/from your vehicle, and setting up and taking down your own booth.
- Leighton Art Centre (LAC) is not charging a booth fee for this event. All art sale transactions from the booths will be processed by the LAC outdoor cash station located, or inside the Gallery Shop. Artist consignment is 60% and the remaining proceeds support LAC's mission and vision.
- You must maintain your LAC membership through June 2024 to participate in this sale.
- Bring framed and/or unframed artwork and/or fine craft to sell. You are welcome to bring your own business cards. If you plan to sell art cards at your booth, please reach out to [galler@leightoncentre.org](mailto:galler@leightoncentre.org) by May 31st to let our gallery staff know (they will create a bar code for easy checkout in the shop).
- Any artwork or other merchandise that you have in the LAC gallery or shop must remain in the house (for inventory control reasons).
- You are welcome to demo within your booth space.
- Artwork can be displayed on tables, easels, grid-wall, as long as you are able to bring it, set it up and display it all safely. Wind and rain are always a possibility on the hill.
- LAC is not responsible for any loss or damage to any artwork or your personal equipment.
- Please be advised that the LAC is unable to provide tables, easels, tents, ropes, tent weights, tape, table coverings, table skirting or chairs.

- LAC will not be providing food or beverage to the public or artists; please bring lunch, snacks and a water bottle. We may have onsite food providers you can purchase from, we'll keep you posted!
- You will need to supervise your artwork and booth between 9 AM and 5 PM. There will be limited staff and volunteers that can assist with supervising your booth briefly if you need to use the washroom. You can bring a friend or family member to help you during any part of the day.
- Music and performances of any kind (live or recorded) are not permitted within your booth.
- You are responsible for providing your own trash bags, garbage containers and removing ALL garbage from your booth site.

### **Set-Up Instructions**

- The Clothesline Art Market will be open to the public between 10 AM and 4 PM.
- Staggered set-up begins at 8:30 AM. You will be assigned a specific set-up start time when you get your booth number. You may unload your vehicle in the top grassy parking lot.
- Once your artwork and equipment are unloaded and sitting in your designated booth space, please move your vehicle to the bottom parking lot, no later than **9:30 AM**.
- Please be completely set up and physically at your booth space by 9:45 AM.
- Please ensure that your product and equipment are organized for easy unloading at our site and moving to your booth. We will not have sufficient staff or volunteers to help you move your items, but you are welcome to bring a friend or family member to assist you.

### **Some Notes About Tents/Shelter From the Elements**

- A tent is not mandatory for your booth space, but if you are planning on setting one up for the day, please ensure it can be weighted (bring your own weights) or staked down, and will be safe in strong winds, which are very common up here on the ridge.
- No structures or set ups larger than 10 x 10 feet, please.
- *Alternative shelter option:* A patio umbrella with a weighted base will help block the sun!

### **Take-Down**

- Teardown begins at 4 PM sharp! Leighton Art Centre requires artists to have everything removed from their booth space by 5(ish) PM.
- You will have the option of storing your product & equipment inside the house for Saturday night.
- Artists can move their cars back up to the top parking lot after 4 PM. Please don't move your vehicle until you are organized and ready to move your equipment from your booth.
- Before you leave, double check that you haven't left any debris (weights, boxes, garbage) on the lawn.

### **Pop-up Market Artwork Inventory and Transaction Process**

- Bring as many pieces as you think you can display properly and safely. You are responsible for your own inventory records.
- Please find printable price tags on the page 3 of this document. Print these, add the information for each piece and have the tag on display (tac or tape). We require standardized tags to avoid errors in payment processing. One price tag per piece is sufficient, though you are welcome to make two and have an extra on the back of the piece.
- We will provide you with a receipt book so you can itemize each purchase before it goes to the payment table.
- Our staff will take care of all payment processing.
- Customers interested in purchasing a piece will take the artwork with the price tag to the outdoor cash station on the office deck or into the shop in the house. We will have volunteers checking that pieces leaving the area have been paid for (identifiable by a sticker).

Artist: \_\_\_\_\_

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Price: \_\_\_\_\_



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Title: \_\_\_\_\_

Medium: \_\_\_\_\_

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