

GIFT TABLE INSTRUCTIONS

A gift table will be set up during the reception to allow artists who entered the show to sell prints, cards, bookmarks, etc. Artists must give notice they intend to participate when they enter their paintings.

Artist Responsibilities:

1. Artists who wish to sell items **MUST** bring their items to the reception 2 hours before it starts to check them in.
2. Two (2) copies of the inventory sheet (filled out) must accompany the items.
3. Each item must be marked with the artist's name and price
4. **ITEMS WITHOUT AN INVENTORY SHEET WILL NOT BE ACCEPTED.** If you don't have one already filled out you will need to fill one out at the reception.
5. At the close of the reception, the artist must pick up and sign out all unsold items. **CLOVIS ART GUILD IS NOT RESPONSIBLE FOR ITEMS NOT PICKED UP AT THE END OF THE RECEPTION**

Clovis Art Guild Responsibilities

1. All checks, cash or money orders will be made out to Clovis Art Guild.
2. At the end of the reception, one copy of the completed inventory sheet will be returned to the artist along with unsold items. **CLOVIS ART GUILD IS NOT RESPONSIBLE FOR ITEMS NOT PICKED UP AT THE END OF THE RECEPTION.**
3. At the close of the show (when paintings are picked up, artists who sold items will be given a check for the amount sold, minus a 10% donation for CAG.
4. Sales tax would remain the responsibility of the artist

By signing this form you have agreed to the above terms and conditions

Artist Signature

Artist Name



CAG COPY

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Artist Name

