

GRAND BAZAAR INSTRUCTIONS FOR PARTICIPATING

In the Mesquite Fine Arts Gallery 2020 Grand Bazaar

May 4 – May 30

Please read carefully

Your Bazaar merchandise MUST be:

- Gallery-quality merchandise displayed in an art Gallery appropriate way
- Original, unique, hand-crafted by the artist
- Clean and fresh
- Ready for sale in the Gallery

(The Committee reserves the right to refuse items that do not meet these guidelines at their sole discretion.)

The following will NOT be allowed:

- items assembled from store-bought kits
- Pegboards
- Freestanding displays without prior approval from the committee
- Orders taken for delivery later
- Removing your display before May 30, 2020

COMMISSIONS:

Commissions will be paid according to the normal gallery standards, according to membership and volunteer hours.

TAGGING ITEMS, LOG SHEETS:

- Clearly tag and log all your bazaar items carefully to avoid sales and bookkeeping confusion.
- Each tag must have your vendor number, the retail price, and an item description:
E.G., V- 632 \$12.00 necklace
- NO inventory numbers may be used on tags. Please use letters to avoid pricing confusion.
- Inventory log sheets are available at the Gallery Front Desk and for downloading from the website: <http://www.mesquitefineartcenter.com/>
- Bring Bazaar COMPLETED inventory log sheet to the Gallery WHEN SETTING UP. Inventory log sheets will be vendor number filed numerically in the Grand Bazaar log book at the desk. Each artist is responsible for completing and updating their own log.

PARTICIPATION LOTTERY:

Participation is limited to members only

- There will be a lottery for sign up. Lottery forms for participation will be available online as well as at the front desk. Artists need to drop off their lottery form between March 1st and 8th.
- After March 8th the committee will draw names and assign tables and wall space. Artists will be notified by March 15th if they are participating and where their spot is located.

SETUP:

• Setup is Sunday, May 3rd. In order to avoid problems with wall access for artists hanging art, the following set up schedule will be:

Wall space only artists: 11:00 – 1:00

Table space only artists: 1:00 – 3:00

Artists with both table and wall space: 11:00 – 3:00

• If you have table space you are responsible for providing your own 4' x 2' table and a black tablecloth. Additional table coverings may be placed over the top of the black tablecloth, but may not hang down more than 12" from the tabletop for uniformity reasons.

Extra inventory may be stored in your own covered box under your table. Periodically check on your merchandise and replenish if needed.

• Check in at the front desk with your inventory list before setting up.

• Final decisions on spaces are assigned by the Committee.

RECEPTION:

• The reception will be Thursday, May 21st. Artists/vendors are encouraged to attend.

ENDING THE BAZAAR:

• You may remove your display and unsold items on Saturday, May 30th, preferably between 12:00 and 4:00 p.m. If you are not available please have an art buddy do it for you.

• Sign items out of the Bazaar Inventory Log Book. Do not remove the inventory sheet as this information may be needed by the treasurer.

• Items unclaimed by June 15, 2020 will become VVAA property with no reimbursement to the vendor.

The Bazaar Committee's decisions are final.

VVAA and the City of Mesquite are not liable for loss or damage to artwork.

By participating in the Bazaar, each vendor is solely responsible for their own merchandise.

Questions, call:

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