

# Grand Clay Arts: *The Grand Sales Request to Sell*

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- Requests to sell at the Market are ***open from 1st to the 15th of the month prior*** to the scheduled Market. See the schedule below.
- Members participating in sales must have a ***W-9 (or equivalent)*** on file with the Treasurer to receive payment for items sold.
- ***The club is not responsible*** for any damage to or loss of artwork placed in the Gallery or at Markets. You will not be reimbursed for any damage or loss.
- ***Carefully review the Seller's Rules on the following page.***

To request to sell, click on the “Sign-up” date:

| Event                               | Date               | Sign-up                            |
|-------------------------------------|--------------------|------------------------------------|
| <i>Market at Grand</i>              | October 5          | <a href="#">9/1 – 9/15</a>         |
| <i>Market at Grand</i>              | November 2         | <a href="#">10/1 – 10/15</a>       |
| <i>Fall Fest Art Walk</i>           | <i>November 16</i> | <a href="#">10/1 – 10/15</a>       |
| <i>Market at Grand</i>              | December 7         | <a href="#">11/1 – 11/15</a>       |
| <i>Market at Grand</i>              | January 4          | <a href="#">12/1/24 – 12/15/24</a> |
| <i>Market at Grand</i>              | February 1         | <a href="#">1/1 – 1/15</a>         |
| <i>Market at Grand</i>              | March 1            | <a href="#">2/1 – 2/15</a>         |
| <i>Spring Arts and Crafts Faire</i> | <i>March 15</i>    | <a href="#">2/1 – 2/15</a>         |
| <i>Market at Grand</i>              | April 5            | <a href="#">3/1 – 3/15</a>         |
| <i>Market at Grand</i>              | May 17             | <a href="#">4/1 – 5/8</a>          |

Contact:

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## Seller Rules – ALL SALES

### Participation:

- Attire: White top, Black bottom, NAME TAG.
- Artists will engage with and assist customers and may assist with wrapping sold items.
- Artists must commit to being actively involved and available for the entire time period.
- Arrive 1 hour prior to start of the event to assist with setup.
- Stay 1 hour past designated end of event to assist with tear down. EVERYTHING must be stored back in the studio.

### Display:

- Artwork must have the white sale tags provided in the studio. Tags will have the name of piece and price on one side and artist's name on other side of tag.
- Affix tags with masking or duct tape, NOT scotch tape.
- Additional pieces may be added when spacing allows due to sales.
- Gallery items with brown tags may be moved to assigned table area as space allows.

## Seller Rules – Markets at Grand

- The # of participants (typically 12-20) is dependent upon space.
- If a member sold in the previous month, they may request to sell but will only be confirmed if capacity is not met.
- Email confirmation will be sent to all requesting members.
- Confirmed members are not to arrange for a substitute for their confirmed slot.
- Market sale participants will typically have half of a table to display items.
- Assignments may be at tables in the Village Center and the Patio Studio.

## Seller Rules – Fall and Spring Faires

- Members may submit up to 10 pieces.
- Artwork must be brought to the studio on the day prior to the event by 12:00 pm. Items are to be unboxed and placed on designated tables.
- Artwork in the studio Gallery is included in the event, separate from 10 items submitted for the event.
- Artists will not have designated table assignments for Spring and Fall events. The artwork display will be determined by GCA instructors.