



<b>IMPORTANT DATES</b>		
<b>Day/date</b>	<b>Time</b>	<b>Activity</b>
Sunday, Monday, Tuesday 11/22, 23, 24,	Sunday 2 – 6 PM Mon, Tue 12-6 PM	Take-in
Wednesday and Thursday 11/25, 26	12-6 PM	Hanging and setting up
Tuesday/Wednesday 12/22-24	Tue 2-5 PM Wed 2-4 PM	Take-down

If you absolutely cannot make these times, ask a friend to help or contact Renea Eshleman to arrange an alternate drop-off/pick up time.

Please note extra manpower will be needed to move furniture from the space to an adjacent storage room AND to move CAG’s supplies and display units from the “Little Yellow House” to the market facilities.

Event Manager: Renea Eshleman (803) 767-5505

Volunteers are asked to assist customers, keep an eye on small items that could be shop-lifted, and have an idea of where items are located. “Personal” conversations among volunteers must be “low key” and should be limited so not to disturb shoppers.

Everyone MUST wear a face mask. We will have disinfectant wipes and liquid dispensers at the entrance to the market and will inform customers about safe distancing.

Please wear a volunteer or your personal “artist” name tag while working. Leave your name tag at the market.

**Parameters for 2-D artwork**

1. Paintings must be dry, suitably framed (or have finished edges), and ready to hang.
2. Picture must be fastened securely in the frame/glass without moving.
3. Large framed pieces should be protected with Plexiglas rather than glass.
4. Maximum size per piece is 80” combined height and width.
5. Picture wire must use d-rings or screw eyes for wood frames and manufacturer-supplied clips for metal frames. Saw tooth fixtures are not accepted.
6. Wire should be secured with D-rings or screw eyes positioned ¼ to 1/3 of the way down from the top of the piece and strung so that the wire is taut and does not show above the top of the piece.
7. Use the provided display tag for the front of the item/on the wall and duplicate this information on the back of the piece written on any paper or directly on the back of the piece. This is needed in case the display card gets separated from the work.
8. You may also provide a 3” x 4” description for attachment to the piece.
9. Prints or unframed artwork must be in protective plastic sleeves. Each piece must have a display card.
10. Bring a print cradle if you have one; understand that the number of print display cradles may be limited and your work may share a cradle with work of others. (Note: make sure your cradle is inconspicuously marked with your name for return purposes.)
11. Individuals may not separately display special pieces for the purpose of securing commissions.

## **Parameters for 3-D pieces**

One tag is required with at least your last name, inventory number, and price.

You will be notified when an item sells so that you may bring a replacement item. Items added must be tagged, inventoried, and checked in.

## **Originality of Work**

All artwork must be original, handcrafted by the artist, and may not be the result of work from commercial kits, molds, patterns, or plans. Please use honorable ethics concerning originality of your work. All burdens related to copyright is the full responsibility of participants. CAG, its members, officers, volunteers, or venues will not be held liable for any damages occurring from infringement of copyright. Re-sellers will not be accepted.

CAG reserves the right to refuse any piece that is poorly prepared, framed incorrectly, or damaged.

## **Inventory Lists**

Participating artists must submit an inventory form with their artwork. Except for extenuating circumstances approved by the Event Manager, pieces must remain in the market for the duration of the market.

## **Money matters!!**

1. Sales tax will be added to the price you list and will be collected from customers. Sales tax will be reported and paid to the SC DOR by CAG.
2. CAG will accept cash, checks, and major credit cards.
3. The treasurer will mail checks for sold artwork after the close of the market and reconciliation of transactions.
4. You must provide IRS form W-9 at take in.

## **Care of your work**

While care will be taken in handling your work, participants hold harmless CAG, sponsoring and participating organizations, their directors, officers, employees, agents, and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with participation.

A Holiday Market flyer, publicity card, information sheets, W-9, and inventory sheets will be emailed to you and will be available on CAG's web site.

CAG will use "free" media to publicize the market and special events. Participants are encouraged to share the information through social media, personal contacts, and network with others to spread the word.

Thanks to  
City of Cayce, Cayce business owners Barbara Wright and Julie Isom  
Many others who have contributed their resources to the Guild