

CITIZENS' COUNCIL FOR THE ARTS  
ART ON THE GREEN  
AUGUST 4, 5, 6, 2017

CLOTHESLINE BOOTH INFORMATION

WELCOME TO ART ON THE GREEN'S "CLOTHESLINE" WHERE WE DISPLAY AND SELL ARTWORK THAT IS MATTED UNFRAMED, AND PRICED BETWEEN \$10 AND \$75. PLEASE, READ THE FOLLOWING BOOTH INFORMATION THOROUGHLY.

1. IT'S FREE! NO ENTRY FEE. ARTISTS AGE 18 AND OVER.
2. LIMIT: 50 PIECES PER ARTIST. INDIVIDUAL SLINGS ARE HIGHLY RECOMMENDED, ESPECIALLY FOR ARTISTS SUBMITTING 25 OR MORE PIECES. SLINGS MUST BE MARKED WITH OWNER'S NAME. NO CARDBOARD BOXES.
3. BECAUSE OF NUMEROUS ENTRIES AND LIMITED DISPLAY SPACE WITHIN THE CLOTHESLINE AREA, PLEASE NOTE THE FOLLOWING:  
ONLY ORIGINAL WORK, MATTED AND PROPERLY SHRINK-WRAPPED, WILL BE ACCEPTED.  
NO PRINTS.  
NO LASER PRINTS, OILS ON STRETCHED CANVAS, WOOD, GLASS, CERAMIC OR CRAFT ITEMS.  
FRAMED WORK WILL NOT BE ACCEPTED.  
PHOTOGRAPHS MUST BE DISPLAYED SEPARATELY.  
CITIZENS' COUNCIL FOR THE ARTS RESERVES THE RIGHT TO FINAL SELECTION.
4. ITEMS MUST BE PRICED BETWEEN \$5 AND \$75.
5. CITIZENS' COUNCIL FOR THE ARTS AND/OR VOLUNTEERS ARE NOT RESPONSIBLE FOR:  
LOST, STOLEN, OR DAMAGED ARTWORK.  
NUMBERING SYSTEMS CAUSING INCORRECT RECORDING OF SALES.  
WORK NOT PICKED UP AT CLOSING ON SUNDAY, AUGUST 6, 5:00 P.M.

QUESTIONS? CALL VICKY AT 699-5066

HOW TO ENTER

1. SUBMIT 1 SET OF COMPLETE REGISTRATION SHEETS (1 ORIGINAL) TO CLOTHESLINE; KEEP A SECOND SET (2ND COPY) FOR YOUR RECORDS. FOUND HERE. [HTTP://ARTONTHEGREENCDA.COM/CLOTHESLINE/](http://ARTONTHEGREENCDA.COM/CLOTHESLINE/)  
LIST EACH ENTRY ONCE ON EACH SHEET, MAXIMUM 50 ENTRIES.  
NUMBERS MUST CORRESPOND TO NUMBER SYSTEM ON LABELS PLACED ON ITEMS.  
KEEP NUMBERING ORDERLY AND SIMPLE. COMPLICATED NUMBERING SLOWS CHECK-OUT WHEN PATRONS ARE MAKING PURCHASES.  
BE SURE YOU HAVE LISTED YOUR COMPLETE ADDRESS, INCLUDING ZIP CODE. NO CHECKS WILL BE SENT TO INCOMPLETE ADDRESSES.
2. EACH PIECE MUST BE CLEARLY LABELED ON THE FRONT WITH YOUR NAME, ITEM NUMBER AND PRICE.
3. CHECK IN: BRING YOUR WORK TO THE CLOTHESLINE BOOTH AND CHECK IN WITH CLOTHESLINE VOLUNTEERS ON DUTY, BETWEEN 9:00 A.M. AND 11:00 A.M. FRIDAY, AUGUST 4, OR SATURDAY, AUGUST 5.

**IMPORTANT: NO WORK WILL BE ACCEPTED AT ANY OTHER TIME. VOLUNTEER PERSONNEL WILL DISPLAY YOUR WORK.**

## SALES

**MAKE SURE YOUR MONEY FINDS YOU! USING THE INFORMATION YOU HAVE PROVIDED, (SEE ABOVE), VOLUNTEERS WILL RECORD EACH SALE. PLEASE KEEP YOUR NUMBERING SYSTEM SIMPLE AND LEGIBLE TO ENSURE ACCURACY OF ENTRIES.**

**PRICING: PIECES ARE TO BE PRICED BETWEEN \$10 AND \$75. (INCLUDING TAX, HINT: ROUND OFF TO EVEN DOLLARS FOR EASY CALCULATION BY VOLUNTEERS.) CITIZENS' COUNCIL FOR THE ARTS COLLECTS A 20% COMMISSION ON EACH PIECE SOLD SO BE SURE TO INCLUDE THAT IN PRICE. PLEASE INCLUDE THE 6.0% SALES TAX IN THE PRICE OF YOUR PIECES. CCA WILL THEN CALCULATE THE SALES WHEN DOING THE ACCOUNTING.**

## CLOSING

1. CHECK OUT WILL BEGIN IMMEDIATELY UPON CLOSING SUNDAY AT 5:00 P.M. NO WORK MAY BE PICKED UP UNTIL CLOSING.
2. CLOTHESLINE VOLUNTEERS WILL COLLECT YOUR PIECES, CHECK THEM OUT AND HAND THEM OVER TO YOU. EXHIBITORS MAY NOT PULL THEIR WORK.
3. PICK UP WORK PROMPTLY. STORAGE FACILITIES ARE NOT AVAILABLE AND EXHIBITORS ARE SOLELY RESPONSIBLE FOR REMOVING THEIR WORK IMMEDIATELY AT CLOSING.

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## MOST IMPORTANT: VOLUNTEERS NEEDED!

THE CLOTHESLINE BOOTH IS OFFERED AND RUN BY VOLUNTEERS FOR YOU, THE ARTISTS. WE ENCOURAGE ALL SUBMITTING ARTISTS TO VOLUNTEER FOR A SHIFT AT THE BOOTH. IF YOU CAN HELP US IN THE CLOTHESLINE BOOTH, PLEASE EMAIL VICKY HOULE [vicky@vickyhoule.com](mailto:vicky@vickyhoule.com) OR CALL VICKY AT 699-5066 AND GIVE YOUR NAME, EMAIL ADDRESS, PHONE NUMBER, AND DAY(S) AVAILABLE TO HELP. THANK YOU!

CLOTHESLINE CHAIR: VICKY HOULE [vicky@vickyhoule.com](mailto:vicky@vickyhoule.com)

ART ON THE GREEN  
P.O. Box 901  
COEUR D'ALENE, ID 83816  
VICKY HOULE: 699-5066

I WOULD LIKE TO HELP IN THE CLOTHESLINE BOOTH.

NAME \_\_\_\_\_  
ADDRESS/EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_  
DAY(S) AVAILABLE \_\_\_\_\_  
TIMES \_\_\_\_\_