

VALENCIA BAY PRIVATE ART SHOW APPLICATION/INSTRUCTIONS

To participate, please complete step 1 and step 2.

STEP 1: YOUR INFORMATION

[Please complete this online application. \(click here\)](#)

STEP 2: PAYMENT

[To pay by credit card BEFORE DECEMBER 1, click HERE.](#)

To pay by check, send your \$25 payment BEFORE DECEMBER 1 to:
Susan Clemmons, PO Box 1099, Deerfield Beach, FL 33443

PARTICIPANT INSTRUCTIONS:

- 2D Artists - Artists will be allocated a 6'x8' (approximately) space to display and sell your art. You must bring clean easels, display stands, folding racks, and any other devices necessary to best display your art. You may request a table or bring a small table (card table or such) but it must be covered.
- Crafters - Tables for crafts will be provided. Please bring coverings to cover the table. You will also need to bring display stands and any other devices to show your items.
- You must bring your own packaging, gift bags, pens, calculators, business cards, etc. Use Plexiglas (not glass) for framed items. You will be using a triplicate receipt book (or create receipts with 3 copies). Receipt #1 to go to customer, receipt #2 retained by you (the artist), and receipt #3 to accompany the WITVA 20% donation check. This will be an easy way to calculate your donation.
- You will need to be at the show ALL DAY. DO NOT drop off your items and leave. Buyers like to meet the artist. If you must go, you must make arrangements for someone to make sales for you.
- No nudes or obscenities.
- Set-up begins at 9am promptly and take down begins at 3:00 pm. Please do not leave early or start packing up before 3:00 pm. All artwork must be removed by 4:00 pm.
- You are welcome to bring your own lunch or there is a cafe on the premises serving breakfast and lunch.

PAYMENT INSTRUCTIONS UPON SALE:

1. All artists are required to collect payment including 7% sales tax.
2. Please bring your own payment device (such as Square).
3. The artist must keep track of their sales to calculate the WITVA 20% donation. The calculation will be on the total before sales tax.
4. Please bring a blank check to pay your donation at the end of the day.

QUESTIONS? Sandy Ryter is managing the show. Please email questions to SandyRyter@comcast.net