

STEMS PLEIN AIR ART FAIR - RULES & REGULATIONS

WHAT CAN I SELL IN MY TENT?

- This event is for **PLEIN AIR PAINTINGS ONLY**. Your paintings DO NOT have to be Stems paintings, but they MUST be PLEIN AIR. No studio work please.
- All paintings must be finished/framed and wired ready to hang for sale.
- Paintings must also be created by the artist(s) renting the tent.
- While you do have the option to pick up your Stems judging submissions from The Rice Gallery to put in your sales tent, please keep in mind that those pieces will have already been seen and possibly sold in our prior VIP event. In other words, please do not rely on those pieces being available for your tent.
- If you absolutely need your Stems submissions for your tent, you will need to pick up your paintings the day before the Art Fair on Saturday, between the hours of 10:30am-5:30pm from The Rice Gallery.
- Stems Plein Air Paint Prize Winners are prominently featured for sale in our many other sales events and we ask that you not take them to sell in the Art Fair so we can display them at a later time in the AATC Feature Show.
- You are responsible for returning any unsold Stems submissions (those which have been previously submitted for judging) to The Rice Gallery on the Monday after the Art Fair if you would like them to still be considered for the AATC Feature Show.

WHO WILL SEE MY ARTWORK/SALES TENT?

- The Stems Plein Air Art Fair will be open to any and all patrons visiting the O.P. Arboretum on the day of the event.
- The Arboretum's standard admission fees will apply to any friends/family/clients that you invite to the visit you at the Art Fair.

TRANSPORTING/UNLOADING (9:00am to 10:30am)

- Artists are responsible for transporting their Art Fair paintings to and from the event.
- Artists will need to unload and transport their own paintings from the parking lot to their assigned sales tent.
- Sales tents will be numbered and assigned at random on the day of the event.
- Artists will enter the Arboretum at the front kiosk as usual. Event staff will direct you to the fairgrounds.
- Please do not block any parking spots or pathways while unloading.
- If you need help transporting paintings, please bring someone to help you if you need assistance. Staff and volunteers will do their best to help, but will be doing other tasks.
- You will have from 9am-10:45am to set up your tent. The event begins at 11am.

ART FAIR DISPLAY (11:00am to 5:00pm)

- Each artist tent will consist of a 10'x10' pop-up tent, one 6ft table, one chair, and (if previously reserved via extra fee) two 72"x36" double sided display grids.
- Please note that the grids WILL have to remain joined together since we only have so many legs for the grids to stand on. Both sides of the grids are usable.
- If you reserved display grids, you will also be provided twenty (20) S-hooks for hanging your works. If you feel you need more, you will need to provide your own hooks to make up the difference.
- Artists are welcome to furnish their own display/hanging systems but they MUST fit within the allotted 10'x10' space of the sales tent.
- If providing your own display, please use materials that will not harm the natural surroundings in any way.
- The Stems Plein Air Art Fair reserves the right to refuse any display systems deemed inappropriate or harmful to the Arboretum grounds.
- Artists are responsible for pricing their plein air paintings.
- The price and title of each painting should be clearly noted on the back of each painting.
- Prices of each painting must also be visible to the buying public via price tag or price sheet.
- Electricity will not be available for any type of lighting scheme in your tent. Your display will have to rely on daylight only.

SALES

- A single Point of Sale (P.O.S.) will be provided by ARFOP and will be located conveniently among the sales tents.
- The Point of Sale accepts credit cards or checks made payable to ARFOP. No cash sales.
- Each artist will be given tri-colored carbon sales forms to fill out for each painting sale.
 1. Artist fills out the sales form with ARTIST NAME, TITLE, & PRICE.
 2. Artist keeps pink copy for their records.
 3. Buyer pays at the Point of Sale tent.
 4. Point of Sale tent gives the buyer a receipt as proof of purchase so the buyer can collect their painting and take it home.
- ARFOP will keep 40% of each sale before sales tax. This percentage (40%) will be taken from the sales price provided/determined by the artist.
- Sales tax will be added to your sales price by ARFOP in the P.O.S. tent at the time of purchase.
- ****Please allow 1-2 weeks for art sales to process. The artist's cut of each sale will be paid by check from the foundation and will be mailed to the artist's contact address that was provided during registration.**

WEATHER

- Though we can't control the weather, we can hope for the best and prepare for the worst. This event will be RAIN or SHINE.
- PLEASE NOTE: The tents that are provided for this event are not storm proof.
- Artists are responsible for protecting their own works in the event of rain or inclement weather.
- We recommend, at the very least, bringing a few plastic tarps to cover your work in the event of a rain storm.
- The visitor's center will provide respite during severe weather. There is also a storm shelter on the Arboretum grounds for extreme severe weather.

PACK UP (after 5:00pm)

- Please leave your artist tent just as you found it. Event staff will take down tents, tables, and grids.
- Please return all items that were borrowed for the event (grids, s-hooks, etc.).
- Please clean up and dispose of all trash.
- If any damage to the Arboretum grounds has occurred from your display area, please report it immediately.
- Artists are responsible for breaking down their displays and transporting any unsold paintings back to their vehicles.
- Artists may retrieve their cars from the designated parking area and move them closer to the front entrance for the purpose of loading up their cars.
- Please exercise patience and do your best to work with your fellow artists and event staff in an orderly and cordial manner.