

## 2022 - Emerging Artists Exhibition and Sale

St. Peter's Anglican Church Hall  
755 Elm Street at Grant Avenue, Winnipeg MB  
**September 23, 24 & 25, 2022**

Dear Artist,

Thank you for participating in St Peter's Anglican Church's **Emerging Artists Exhibition and Sale**. We hope this to be a rewarding experience for each of you.

Each artist will be provided a 2.5 x 8-foot table and a couple of chairs. You are responsible for any other setup equipment, including table coverings (cloths or sheeting), display items, signage, etc. It is suggested that you bring packaging materials (wrapping) if your work needs it. You are also responsible to manage your own table; however, volunteers will be available to assist you with set up, tear down and break-time.

There are table-top easels available for displaying paintings and drawings.

Please note the following documentation is required for your participation at this event. **Please read carefully, and call (204-488-8093) or e-mail [www.stpetersanglican.ca](http://www.stpetersanglican.ca) ) should you have any questions about the instructions.**

1. **Art Work will be received on Friday September 23 between 12:00 noon and 5:00 pm** and will be checked and signed-in. Payment of \$25 per table/space needs to be received by **Friday, September 16, 2022** to confirm your table/space. Payment can be made in cash or by cheque payable to St Peter's Anglican Church. Please take down your artwork on Sunday only after it has been checked out. This will allow visitors time to complete their last- minute purchases.
2. **Procedure for cashing out** – St. Peter's will act as a central cashier and will process ALL sales for ALL artists. Following the Emerging Artists Exhibition and Sale, St. Peter's will prepare a statement of sales and commission (to St. Peter's) for each artist and include a cheque in payment for net sales (net of St. Peter's 25% commission). Cheques will be ready within seven (7) days after the event.  
Note - Methods of customer payment include Visa, MasterCard or cash ONLY.
3. **Inventory List** – Complete the attached **Art Inventory List** and **bring 2 copies with your art on Friday, September 23**. The *Art Inventory List* is used by the cashiers to track your sales and ensure correct calculations on your statement of sales. Please ensure the information on the label corresponds identically and completely with your inventory list.
  - **Artist's No.** - An Artist's No. has been assigned to you and is included in attached list. Please use this number with your inventory list and on the art label. This will be used to calculate your statement of sales.
  - **Art No.** – You need to assign an art number for each work or batch of works. Number your art beginning with 1. Information on the label must be the same as on the Inventory List. You may want to batch your art for works with the same description at the same price.
  - **Title/Description** – If art is titled, please provide this title with description. Describe art i.e., 18"necklace; 8 X 10 framed photos; greeting cards: etc.
  - **Price** - Round off prices to nearest dollar or \$.50 or \$.25 to simplify sales and accounting.

4. **Labels for Artwork** - Attached is a label template to use with your artwork. The cashier needs to match a label with the inventory list to give you credit for the sale. You may choose one of the following methods for labeling your art:
  - a) You may cut and attach your label to your artwork, you may also re-print in smaller font/format to fit artwork if needed. Please ensure the label is attached securely; **or**
  - b) If you do not want to attach labels to your art or artwork is too small for a label, complete a label **for each sale** and give the label to the customer to pay at the cashier, and then return with a stamped label to receive the artwork; **or**
  - c) You may want to batch your art by size/type at the same price and create an inventory list by batch, e.g., 30- 5X7 pictures at \$30.00 each. List each batch in one space on the inventory list.
  - d) For artists who also include cards in their inventory, on the inventory sheet state the number of cards and price, e.g. 1/\$3.00 or 3/\$10.00. Round off prices to nearest dollar or \$.50 or \$.25 to simplify sales
5. **Insurance** – St Peter’s has a full security system; however, it does not cover 3rd party liability. We advise artists to have exhibitor or home-owner coverage.
6. **Opening Night** - St Peter’s would like to welcome all artists and the public to Opening Night on Friday, September 23 beginning at 7pm with a wine and cheese reception and invitation to come meet the other artists. Please extend this invitation to all your friends and contacts (e.g., Facebook). Posters and other information are available on the website [www.stpetersanglican.ca](http://www.stpetersanglican.ca).