

Vienna Arts Society
Small Wonders (BS/sw) and 50 / 50 Raffle
Show Hours, Friday, Nov. 16, 5-7 PM, Saturday, Nov. 17, 10-7 PM, Sunday, Nov. 18, 1-5 PM
VAS Members Only

VIENNA ART SOCIETY NEW ADDRESS: 243 CHURCH STREET, NW,
SUITE 100LL, VIENNA, VA 22180

WHAT? Only Original Fine Artwork will be accepted. Small works (not to exceed **144 square inches, including the frame**). The show will include the following works only: paintings, drawings, photography, bin pieces, cards and note cards, ceramics and pottery, (**No** jewelry or apparel). Artwork may not depict nudes, violent scenes, drugs, religion or any subject that could be considered offensive by some. Artists may bring up to **5 table top pieces and 5 bin pieces**. The artist will price each item at **\$99 or less**. All sale proceeds will be paid to the artist by check a couple of weeks after the show. Once a piece is sold, it **cannot** be replaced. VAS is not charging commission on Small Wonders items and purchaser is paying the sales tax. **VAS is handling the sales.**

TABLE TOP PIECES: All 2-D artwork should have a **wire to hang by** and be displayed on an **easel/stand supplied by the artist**. If you do not want to sell your easels with your artwork, please put **“NFS”** and **your name on the easels** so you can pick them up after the show. Table top pieces must be matted and framed with glass/acrylic as required per medium. **No** sawtooth hangers, no marred or scratched frames, no dirty mats, etc. Please subject restrictions above.

BIN PIECES: Need to be shrink wrapped or be in a clear envelope with sales information on the front in the upper right-hand corner. They can be no larger than 18” x 24”.

CALENDARS: You may bring up to **10 calendars** (each one individually priced and labeled).

NOTE CARDS AND CARDS Each artist may bring up to **10 units of note cards or cards total**. The units of cards and/or note cards need to be packaged in a clear envelope or be in a small packet, each priced separately. The packages need to be placed into **Craft Store** photo box 8’ x 12”. These can be purchased at Michael’s for a more professional look.

VOLUNTEER RESPONSIBILITIES: Each participant must: Sign up to work a 3-hour sales shift and/or help in another manner to put on the show. Needs to bring a finger food or a bottle of wine for the reception. Each participant is expected to work as scheduled and notify the Small Wonders work scheduler so we all know who is working and when. If for some reason you can’t work your shift, please make every effort to find and train your own replacement and notify the work scheduler of the change. Please attend the **training session** (only ½ hour) so you know how to process sales no matter when you are working at VAS. The training includes instructions for the use of the Ipad at the VAS center for credit card sales.

REGISTRATION: There is a **non-refundable registration fee of \$30**. A wait list will be maintained and if a registrant cannot participate in the show for any reason, a new participant will be chosen from the wait list and will have to register and pay their \$30 registration fee.

ENTRY DEADLINE: **Space is limited to the first 35 registrants.** VAS members may mail their **registration form** and a **check (\$30) made payable to the Vienna Art Society**, at 243 Church Street, NW, Ste 100 LL, Vienna, Virginia 22180. The envelope needs to be marked **ATTN: SMALL WONDERS** and be **postmarked by Thursday, November 8, 2018**. You may also **register in person at VAS** no later than **3PM on Friday, November 9, 2018**. **PLEASE PRINT YOUR INFORMATION LEGIBLY!** Make sure the number you give us on your registration form is the number where you can be reached on the sale dates.

CHECK-IN AND DELIVERY: **Delivery** of sales items is on **Friday, November 16 from 1:30 to 4PM**. If you cannot deliver your items at this time, please have a friend deliver them. Blank inventory sheets and labels will be available at the Center and in an email upon registration. **Note:** It might be a good idea to make a copy of your Inventory Sheet for your own records before turning it in.

LABELS: VERY IMPORTANT! Please print clearly and legibly! The labels should be attached to the upper right hand corner of your frame. In order to distinguish between Small Wonders, Art on the Wall and in the VAS Shop, **it is important for you to place a colored dot about ¼ inch in diameter on the bottom right hand corner of your label**. This will prevent you from being charged a commission. The circles can be made with magic marker in any color.

SALES TRAINING: 1:00PM - 1:30PM If you can't attend the training session, please come 15 minutes early to your shift so someone can bring you up to speed.

SHOW HOURS: Friday, November 16, **5PM to 7PM**, Saturday, November 17, **10AM to 7PM**, Sunday, **1PM to 5PM**.

RECEPTION: Saturday, November 17, **5PM to 7PM**.

PICK UP: Pick up unsold items on **Monday, November 19, 10 to noon** to allow time for the Inventory Sheets to be completed.

TIMELINE:

November 8-----POSTMARK REGISTRATION DEADLINE

November 9, 3PM----IN PERSON REGISTRATION DEADLINE

November 16, 1:30PM - 4PM----Delivery of Small Wonders Items to VAS

1PM to 1:30PM--Sales Training Session

5PM to 7 PM-----Small Wonders Show

November 17, 10AM to 7PM-----Small Wonders Show

5PM to 7PM-----RECEPTION

November 18, 1 PM to 5PM-----Small Wonder Show

November 19, 10AM to Noon---Pick Up Unsold Items

QUESTIONS: Please email Sandra Hill (Show Chair) at shill495@gmail.com 703-243-8674