

Participating Artist Policies and Procedures effective January 1, 2019

Should you have any questions regarding the information in **Participating Artist Policies and Procedures**, please phone the Art Center--970-586-5882. The Center's fax number is 970-586-3875.

2019 hours of operation are:

January 4 - May 14	10 a.m. to 5 p.m. - Friday through Monday
May 15 – November 1	10 a.m. to 5 p.m. - Daily
November 2 - December 23	10 a.m. to 5 p.m. - Friday through Monday
Closed: April 21 – Easter; Nov. 28 – Thanksgiving; Dec. 25 - Christmas	
Closed: December 24 – January 2, 2020	

Artist Membership Policies

Annual Membership:

The annual membership fee for a participating Artist Member of the Art Center is **\$100.00** for a period of one year beginning the first day of January through December 31.

Partial Contract Year:

1. A new artist completing the jury process during the months of January through August will pay a **\$100.00 fee** for the remainder of the year to be a participating Artist Member.
2. A new artist completing the jury process during the months of September through December will pay a \$50.00 fee for the remainder of the year to be a participating Artist Member.

Artist Member Sabbatical:

A participating Member Artist may request a sabbatical period if they are unable to meet their regular obligations and need a limited period of time without working at the gallery. Their work will not be displayed during the sabbatical, and at its conclusion, the artist work does not have to be re-juried - they simply continue as they had before, with work displayed and the Artist working at the gallery as per the standard contract. The request for a sabbatical may be requested in writing to the Artist Liaison.

An artist member receiving a sabbatical during a contract year may join as a general individual or family membership in the next contract year. If a request is made to activate the artist contract by August 31, the artist may receive a credit for a general individual (\$30.00) or family (\$50) membership payment towards the \$100.00 artist membership fee. An artist activating their contract after September 1 will pay \$50 for the remainder of the year.

Art Center Member as new artist:

An individual who is a member of the Art Center and who is juried in as an Artist Member may also receive credit for the general membership fee, as above.

Emeritus artist members:

From time to time, the board of directors may designate emeritus status to a long term

participating artist. Emeritus status is granted only at the discretion and invitation of the board. Items to be considered include but are not limited to the following: health, age, service to the Art Center, length of service. Once emeritus status has been designated, the requirement for staffing the gallery and the artist fee is waived annually.

Artist display by guest (non-member) asked by the Exhibit scheduling Committee: The issue of having guest (non-member) artists display work in the Art Center is a subject that always brings questions. It is done as part of our outreach, and community participation and education efforts. The Board policy stipulates that requests for such exhibitions will be considered on a case-by-case basis, and appropriate justification and rationale must be provided in writing. The artist would normally pay a \$300 fee for use of the Sunroom, and the gallery commission will normally be 50%. Again, it is on a case-by-case basis.

Guest Artist Option invited to share with AC feature artist:

The Board encourages you to invite another artist, not a member of the Art Center, to show with you when you are featured artist. The artist will receive a 60% commission for the sale of artwork. This will bring fresh work into the gallery and may help with recruitment. The new artist may also bring in new customers.

“Meet the Artist” show:

This show will feature artists who have been juried in as members in the previous year. The new artists must complete training to staff the gallery, exhibit their work and meet staffing obligations for the previous year. If there are not enough staffing days open in November and December, a new artist may sign up for obligated days in the following year.

Policies and Procedures

New Artist

1. A new artist needs to apply to the Art Center of Estes Park to have her/his art juried. Each new media must be juried in separately and cards may be exhibited only in the same media. The jury committee will notify the artist of its decision within ten days after the jury process is completed.
2. Upon being accepted as a Participating Artist, the new artist must agree to all terms of the Artist Contract and Art Center policies and procedures. The new artist will be contacted by the Artist Liaison regarding artist policies and procedures. The new artist will be placed on a three-month probation. If, during that time, the new artist has not fulfilled the terms of the contract, her/his contract will become null and void without refund of membership fee.
3. Renewal of an Artist’s contract each year is not automatic. Renewal will require compliance with the staffing requirements and policies of the Center, plus evidence of good business behavior at the gallery, in addition to continuing excellence in the his/her art.
4. Newly accepted artists must contact the Art Center Gallery Manager to schedule orientation and training before staffing the gallery.

Participating Artist

1. A Participating Artist is required to sign an annual calendar year contract and pay annual dues and fees (4. option 3 or 4) in lieu of staffing prior to exhibiting his/her work. The Art Center of Estes Park reserves the right not to renew an artist's contract for non-compliance of the contract or policies or non-payment of dues or fees in lieu of staffing.

2. A Participating Artist may select one of the following staffing options:

Option 1: Staff the Art Center's gallery as a volunteer (without compensation), during open hours, twelve full days or twenty- four half days per year with approximately 2/3 of the time scheduled between **May 15 and November 1** or the equivalent service in support of the Art Center while this contract is in force and will serve on at least one committee.

Option 2: Staff the Art Center's gallery as a volunteer (without compensation), during open hours, twenty full days while this contract is in force with no committee obligation.

Option 3: Pay a fee of \$650 annually in lieu of staffing 12 days (84 hours per year), with no committee obligation.

Option 4: Pay a fee of \$325 annually and staff the gallery 6 days or 42 hours per year between **May 15 and Nov 1** with no committee obligation.

3. Gallery staffing obligations:

It is the responsibility of the artist to sign up for staffing to meet contractual obligations via the online staffing calendar. Time worked for the year will be maintained on the online calendar. Staffing obligations not met in this calendar year will carry over to the following year. If you staff more than 12 days, this will also carry over to the following year. Staffing requirement for family artist membership is 12 days a year per family. **The Gallery Manager will review the staffing calendar on a monthly basis according to the following policies:**

- **If you are on the 12-day staffing plan, you need to sign up for a minimum of one day per month to stay current. Your contract also specifies approximately 2/3^{rds} of your staffing days will be between mid-May and November 1 when the gallery is open daily.**

- **If you are on the pay and staff 6-day plan...by June 1 you need to have signed up for a minimum of 3 days.**

- **Artists not meeting these staffing requirements will not have their work hung for the upcoming exhibit.**

It is the responsibility of the artist to find a replacement, if the artist is unable to staff the gallery. In case of emergency, (after 5 p.m. the day before your shift begins) your first line of contact is to **call the gallery manager on her cell at 970-286-8995**. If Vickie is not available, the next contact should be **Alice League at 970-577-0131 or Cynthia Reedy at 970-980-9443**.

Please remember, these contacts are for *emergencies and last minute difficulties*. Otherwise it is your responsibility to contact another artist to arrange for someone else to cover your staffing shift.

The Artist hereunder is an independent contractor and under no circumstances is considered an employee of the Art Center. Your contractual staffing obligations are an integral part of the artist-gallery relationship. If schedule changes are made after you have initially signed up on the online calendar, it is your responsibility to notify the gallery manager to change the electronic record.

4. Committee assignments:

Artists selecting contract **option #1** shall serve on at least one project committee, in addition to their staffing requirements. The list of committees will be reviewed

and approved by the Board annually, and may include, but not be limited to:
Art Market; Education; Exhibit; Hospitality; Marketing; Plein Air.

Each committee chairperson will ask committee members from the previous year for a commitment to serve on their committee for the following year. Committee assignments will be included on the annual contract at the time it is issued.

All artists will be requested to assist with the center's two largest fund raisers **Art Market and Plein Air** in addition to your main committee assignment if assistance is needed to complete the activity.

2019 Art Center Committees

Accountability for committees: *A committee may not take action that affects the finances, policies, or public image of the Art Center without Board approval.*

Each committee shall have a chairperson which will be appointed by the Board of Directors. The Chairperson of each committee shall provide the Board with a written monthly activity report and the recommended action items of each committee. Board recommends holding at least one face to face committee meeting annually. These actions will provide a consistent image and message coming from the Art Center.

Art Market Committee: Kristi Elyce Chairperson;

Coordinate Art Market delegating responsibilities to members of Art Market committee.

- Memorial Day Weekend - May 24 – 27, 2019
- project implemented early Fall through May
- apply for City permit for Bond Park
- communicate with the town concerning Art Market
- prepare application for security coverage with the Estes Police department and private company as required by town policies
- update Art Market material for application using Zapplication
- coordinate jury process with Zapp and AC jury committee- prepare all ads, posters, and press releases and distribute to local and front range media outlets.
- check and respond to all emails for art market at artmarket@artcenterofestes.com
- design the lay out of the park, developing a map
- set up and break down the park
- manage ingress/egress/parking
- plan and implement Silent Auction
- schedule Artist reception for Saturday 5-7 pm with Vickie responsible for food purchases & preparation and wine purchases for the reception
- coordinate activities during the 3-day event
- recruit, schedule and direct additional volunteers
- request volunteers from Rotary Club
- recruit sponsors
 - write thank you notes to sponsors and volunteers
- process and review survey info from vendors - looking for improvement options

Education Committee: Diana Wade, chairperson;

- develops and implements an education plan for the year to include:
 - recruit artists to teach classes
 - develop annual adult class schedule flyer
 - develop children's class schedule flyer
 - prepare and update class schedule book regularly with appropriate notes for gallery staffers

- committee members to be available to open and close if staff not available
- schedule a variety of evening educational programs
- develop mentor program policies
- recruit artists as mentors
- recruit students for artists to mentor
- match students and artists to participate in the program
- provide all artist and student information to Gallery Manager for publicity and implementation of the mentor show
- maintain art library
- implement the process of awarding an annual \$1000 scholarship to a deserving high school senior with an interest in pursuing an education in the visual arts.

Estes Valley Plein Air: Kristi Elyce chairperson

- Paint Out Dates: August 10 - 20, 2019
- Gala Opening & Awards Presentation: August 24, 2019, 5-8 p.m. Awards 6:30 p.m.
- in November and December, develop a monthly timeline to implement the 2019 project.
- prepare prospectus to include Nocturnal Painting and Paint the Town sessions for distribution through online juried services for artist applications noting total number of applications to be juried. Application process to open January 2019
- select jurors and develop contracts including name, address and social security number as needed for the project.
- seek sponsorship of the project by Southwest Art and Plein Air Magazines.
- recruit sponsors for all awards.
- write grants to support the project.
- coordinate and finalize all awards to be presented at Gala Reception.
- staff events for EVPA to include Quick Draw, Gala Reception, Artist Dinner, Nocturne Painting, Artist Breakfast, Paint our Town, Etc.
- schedule a "Quick Draw" event with an auction on the morning of the exhibit opening.
- check and respond to all emails for EVPA at pleinair@artcenterofestes.com
- prepare all ads, posters, postcards and press releases for EVPA. Distribute press releases to local and front range media outlets.
- schedule artwork turn-in for August 21 and exhibit hanging day for August 22 with Exhibit Committee responsible for hanging the show on August 22, and morning of August 23 show to be ready for jurors by 12 noon.
- schedule and monitor the artwork jury process on Friday afternoon. Provide accountant with award winners on Friday following the jury process.
- coordinate and recruit volunteers to handle the EVPA art pickup and delivery of artwork to UPS for return to artists. Responsible for all communications with Plein air artists concerning shipping.

Exhibit Committee: Vickie Mastron, chairperson:

- removes prior show and hangs new show 9 times a year
- maintains general appearance of the gallery, displays and lighting
- coordinates marketing materials for the shows

Exhibit Show Schedule Committee: Vickie Mastron and Cynthia Reedy

- review any artist policy changes that may have been made in the prior year
- contact each planned featured artist to ask if they plan to invite a guest artist to share the show.

If so, schedule only the AC artist and the guest artist for the show.

- schedule "Meet the Artist" in Jan for new artists of prior year
- schedule "mentor show" in Feb for only mentors and mentees – no other featured artist
- schedule "Estes Park Plein" in September
- prepare the featured artist show schedule for the following year by August of the present year and present final schedule to board for approval
- email in August final schedule to Alice League for recruitment of show sponsors and to obtain liquor license.

Jury: Susan Anderson, chairperson:

- jury committee reviews the work of artists requesting artist membership at the art center
- jury committee chair informs the applicant in writing of acceptance or rejection with copy of the letter sent to gallery manager
- gallery manager reviews with the accepted artist, the contract and artist policies prior to first show

Hospitality Committee: _____, chairperson:

- Consult with Vickie about food to be purchased
- Contact and schedule volunteers for openings and First Fridays
- Provide a list to Vickie of volunteers and staffing duties
- names of individuals coming early to prep food
- names of individuals hosting the wine table and refilling the food items
- names of individuals staying late to clean up including loading dishwasher
- assign volunteer to wash table cloths

Marketing: Mary Benke, chairperson

- develop new ways to increase Art Center visibility through name recognition, marketing gallery artwork and promoting membership, activities and events of the center.
- develop and make presentations about the AC to area groups
- develop budget for marketing committee
- maintain a social media presence on Facebook, Twitter, Google+, Instagram, LinkedIn, Pinterest, Alignable and other platforms as applicable
- prepare and send via email a monthly newsletter
- oversee website development and maintenance

Membership: Alice League, chairperson;

- updates and prints artist and general membership applications
- sends general membership renewal applications
- maintains membership lists
- updates member email on constant contact roster

General Policies

1. Artists are encouraged to attend artists' meetings, as they have a voice in the Art Center affairs. One artist meeting may be held annually.
2. It is to the artist's advantage to attend each exhibit opening reception. Wearing a name tag while staffing the gallery or attending receptions is encouraged.
3. The Art Center does not require exclusive representation of member artists nor restrict their right to sell work at other locations.

4. The Art Center charges a commission of 40% of the retail proceeds of general artwork sold through the Art Center Gallery and 30% for inventory sales held annually. Sales made as a result of Facebook publicity shall have a commission of 60% if the sale and sales tax is collected by the Art Center. If the artist sells item personally, the artist shall pay the Art Center 15% for the referral and will be responsible for collecting the appropriate sales tax. Art Center shall issue payments via the Bank of Colorado Payment Processing Center, P.O. Box 1029, Hickory, NC 28603-1029 with a listing of items sold for the month emailed from treasurer@artcenterofestes.com of all such sales to the Artist by the 10th of the month after the month of sale.
5. All artwork consigned to the Art Center shall remain the sole property of the artist until sold. The artist agrees to pay the Art Center 15% of retail sales price on any artwork sold as a result of exhibiting in the Art Center gallery or through an Art Center referral.
6. The Art Center shall assume the cost of advertising and promotion for all scheduled exhibits. If an artist wants additional promotion, she/he must pay the advertising cost. The Art Center uses images of artwork for promotional purposes on Facebook, Twitter, Google+, Instagram, LinkedIn, Pinterest, and other social media platforms. All artists are encouraged to send photos of their work on display to the Social Media coordinator for promotional purposes. The Art Center also routinely uses gallery photos taken of each exhibit. By signing the contract, the artist grants the AC permission to use images of their work.
7. Liability insurance is carried by the Art Center for the premises and for member's properly inventoried artwork located at the center (see Section 8. below). The Art Center is not responsible for damages incurred to artwork in transit to and from the Art Center.
8. Each artist is required to review her/his art inventory on a semi-annual basis (1) for appearance and (2) to assure that his/her individual Artist Inventory Forms are accurate and that pieces are properly identified. The inventory review needs to be completed twice a year as indicated on the AC inventory form. Complete new inventory sheets at the beginning of each year and remove all old inventory sheets from the inventory book. The Art Center will be responsible for 60% of the retail price as listed on the Inventory Form for any item listed as missing only if the Artist has notified the accountant of the missing item. The Art Center will not be responsible for payment of missing items not reported by annual inventory deadlines. Each artist will also maintain a personal copy of the inventory sheets in addition to the copy on file at the Art Center.
9. **All artwork must be properly presented. Two-dimensional art must be framed properly and have clean matting. Framing must be of professional quality, appropriately backed, with no protruding sharp push points. Hanging wire must be attached securely. Pieces in Duraplaq format must have hanging wire attached. Art pieces will not be hung by cleats. Wire ends must be tightly and neatly wound, with no protruding sharp ends. Saw tooth hangers are discouraged. Framed work not meeting these standards will not be hung.**
10. In an effort to keep the gallery neat and professional, the Art Center requires that artists who wish to bring in a bin for display of their work use the same type of bin, one bin per artist. Bins should be of black canvas with black or metal legs, roughly 47 inches tall, and stable. Requests to use a different type of display rack may be submitted to the Art Center Board. The Exhibit Committee may, at its

discretion, remove any substandard or damaged bins and place the work in the artist's slot in the workroom.

All unframed bin work must be wrapped in clear, protective covering and displayed according to the approved bin policy. Bin work is displayed and placed near the artist wall-mounted works throughout the gallery. Plexiglass holders are affixed to the wall in the hallway to display artists' cards/matted pieces. Card racks are also available for card display. Bins will be displayed at the discretion of the hanging committee according to space available.

11. **Art Center policy on display of reproductions:** The Art Center allows for the display and sale of reproductions of artists' original work. **Such work should include information on the back of each print inside the clear protective covering with "reproduction" clearly marked which include giclee prints and may be placed in the main gallery in bins provided by the individual artists.** No reproductions including giclee prints will be shown framed on the wall. All reproductions/giclee prints must be generated in an archival format. This policy is not applicable to photography. Individually created prints (e.g., lithographs, etchings, etc.) are considered original works.

Art Identification and Inventory Procedures

1. Art is to be delivered to the Art Center during business hours on the Friday, Saturday, or Sunday preceding the exhibit opening. Exceptions to published turn-in date(s) require prior approval. Art brought in after this day will not be displayed until the following exhibit.
2. Each Participating Artist is assigned an Artist I.D. number which serves as identification for inventory control.
3. The Art Center's liability insurance covers only art which is properly inventoried and identified. The artist is responsible for accurately completing the following paperwork. The paperwork is located at the Artist Work Station in the workroom.

Artist Inventory Form

Complete a new the Art Center Inventory form each year for the Art Center inventory book. Remove all old inventory sheets at the end of each year. The artist may complete a computerized form but it must be in the same format as the Art Center form. Annotate the date the art is brought to the Art Center. The Inventory Number is a combination of the Artist I.D. number and the Art I.D. number determined by the artist. **Please make sure your name is listed at the bottom of the form.**

(Sample)

INVENTORY NUMBER: 63-01

(Artist I.D. Number-Art I.D. Number)

Write in the title, medium, and retail price. Make sure the information at the bottom of the form is complete and correct.

Art Inventory Sticker

The Inventory Sticker--approximately 1/2" square--is to show the Inventory Number and retail price and at the time of sale is removed and attached to the sales invoice.

Sample Inventory Sticker

63-01

\$565

The Inventory Sticker is to be placed on the back in an upper corner or tied to the art. For hanging and "bin work", the sticker is placed on the back in an upper corner.

Inventory Sale Sticker

When labeling work for the annual inventory sale, **please place and “I” before your artist number to identify the piece as a sale item.** (The “I” must come before the artist number to allow for sorting in the accounting program and to make sure you receive the correct percentage payment for sale items.)

Sample Inventory SALE Sticker

I-63-01

\$565

Art Exhibit Identification Form

This form is self-explanatory. Press hard, print clearly, and be accurate and complete.

From this form the title card is printed. Titles which exceed 18 characters will be hand-lettered because of computer limitations. Attach the yellow copy of the completed form to front of the art. Do not use tape on the frame. Slip between glass and the frame. Clip your white forms together in numerical order and place in the blue folder.

Exhibit Check-in procedures

Add your name to the **Check-in Sheet** (on clip board on wall) with the number of new art pieces you have delivered to inform the Exhibit Committee of your items for the exhibit. Indicate where the exhibit committee may find your new work. The artist is responsible for rotating work and filling out the check-in form on the clip board to notify the Exhibit Committee of delivery. You may notify the Exhibit Committee of work you do not want hung in order to remove it by making a note on the check-in sheet.

The Inventory Form must be co-signed by a gallery staffer or Gallery Manager for work turned in or removed from the Art Center.

Art improperly inventoried and/or identified will not be exhibited.

Exhibit Procedures

1. The Exhibit Committee chairperson has the right to accept or reject any piece of art, rotate art as exhibit space requires, and ask artist to pick up specific art.
2. Exhibited art cannot be removed from a scheduled exhibit without the approval of the Gallery Manager.
3. Wall space for two-dimensional art is approximately 25 square feet per artist. Artists are requested to take the following information into consideration when submitting work. Each artist will be allocated equal square footage of display space, in as much as possible, except the featured artists. Each artist's work will be hung together, in as much as possible.
4. Removal of un displayed art is the responsibility of the artist. Annotate and have co-signed the Art Inventory Form in the Inventory Book when removing art from the Art Center.
5. **Storage bins assigned to artists are the responsibility of the artist. Over crowded bins are a damage risk to the stored art. Appropriate protection is to be provided by the artist. Damage due to overcrowded bin is the responsibility of the artist.**
6. Artists may supply prints for the bins in the Gallery. All prints must be matted and shrink-wrapped. **Only original art will be hung on the Gallery walls.**
7. Each exhibit except the Mentor show will have a Featured Artist exhibiting her/his art on the Featured Artist Wall in the Gallery on a rotating basis.
8. From time to time, the Art Center Board of Directors may approve a Special Invited Artist to replace a Featured Artist for a scheduled exhibit.

9. Any exception to the Art Center Artist policies and procedures require approval by the Board of Directors.

AC Face Book Sales commission policy:

For any sale that results from the sale of an artist's art work posted on the Art Center FaceBook page, the Art Center agrees to pay the Artist 60% of the retail price of the artwork for any work sold. Art Center shall collect and pay all sales tax due thereon and will collect all shipping fees. If the artist sells item personally, the artist shall pay the Art Center 15% for the referral and will be responsible for collecting the appropriate sales tax.

ACEP Mentor Program February 2019 Show

Show dates: February 16, 2019 to March 10, 2019

Opening reception: **Saturday**, February 16 from **2 – 4 pm**

Hand deliver work by: Sunday, February 10

All publicity due by: Monday, January 21

1. Opportunities for participation were expanded to include not only folks (adults or kids) participating with AC artists in the traditional mentor/mentee relationship... but also students who have paid to take classes with AC artists (either at the AC or in the home studio setting.)
2. It is now mandatory for participants to offer at least one of their pieces of art for sale... and they are encouraged to offer lots more than one piece! (Can be original wall art or 3D... matted, unframed original paintings... notecards/sets -prints or originals... bookmarks... etc.)
3. Completing an Application Form is now mandatory for anyone wishing to participate in the show.
4. For mentees under the age of 18, parental approval and support is a necessity. This should include attentiveness to scheduled mentor sessions, transportation, and adequate supplies/preparation.
5. Both mentors/teachers AND students are equally responsible for getting the application form completed and submitted on time for publicity purposes.
6. Once again, there will not be a featured artist during the Mentor/Student Show. The entire front gallery is ours!
- 7 A Saturday afternoon opening reception (not the traditional Friday night cocktail hour!) will take place from **2-4pm**.
8. There will be an 80/20 split on all work sold by Mentees/Students... with 20% commission being retained by the AC.
9. All AC artists working with Mentees or Students are asked to utilize this opportunity not only to share their talent as an artist with others... but also to teach mentees/students something about the business of being a professional artist showing work in a gallery setting and greeting the public at a show opening. Framing, pricing, labeling, filling out inventory

forms... following “gallery rules”... dressing up and acting right!!! It’s all part of the Mentor/Student Show curriculum.

Q&A:

1. Can I mentor/teach adults as well as kids? Yes.
2. More than one? Yes. Relatives? Yes.
3. Do kids have to be in the Estes Park school system? No.
4. Can I mentor somebody in a medium that I myself have not yet been juried into the Art Center to exhibit? Yes.
5. Can I participate in the show as a mentee/student? Yes, as long as you’ve been mentored/taught by an AC artist in a media new to you.
6. How many major pieces will be shown per student? Generally, two wall-hung pieces; however, if small, more can be considered. (Be sure to provide appropriate containers for loose, smaller items if called for.)
7. Can major work be marked “Not for Sale?” Yes.
8. How much time do I have to spend teaching each student? Up to you. Just remember to allow adequate time so that the student gets a good introduction to your medium.
9. What “contact info” and “publicity info” is called for? Check out the application form... plus, we need a short bio and a jpg of the student him/herself, and a jpg of one piece of their work for the show. (Note: In the past we have had great coverage in the EP papers!)
10. Inventory sheets for the student’s work? Yes. The process of checking in your student’s work is exactly the same as when checking in your own.
11. The AC will assign each student an “artist number”... on their application form... once they have been approved. These numbers will be made available to students/mentees.... and to teachers/mentors... upon request. They will also be posted in the work room.
12. Mentors/teachers need to complete (or assist their mentee/student to complete) a 2019 Artist Inventory form with inventory numbers for each piece; utilize the title info tags for all major pieces to be displayed (yellow copy on the art and white copy to the blue folder); and enter the info (including where the art is located) on the check-in sheet for the hanging committee. (Also mention where smaller items being offered by the student can be found, as the hanging committee will be displaying those as well.)
13. Labels/price tags? Yes. Exactly as you do your own.

That’s it! Have fun.

Questions? Help with bios? Contact Diana Wade at dwade81744@aol.com Or by phone at 970 635-0103.