

Monson Arts Council Print Shop Guidelines

Due to space limitations and the needs of our volunteer staff we have developed the following guidelines for items for sale in our print shop.

- Items are restricted in quantity according to size.
- All items must be clearly labeled according to directions
- All items must be listed on the sales sheet.
- All items must be wrapped and/or Matted for presentation
- No original art is allowed in the print shop
- Prices must be whole numbers (\$10 rather than \$9.95 for example)

There is a maximum of five different items for each artist. Each item is limited in quantity according to size.

Small items such as note cards or postcards	10 each or 10sets
Med items such as prints up to 11x17	5 each or 5 sets
Large items such as framed or unframed prints over 11x17	3 each
Framed items (NOT in the show)	2 items no larger than 16 x20

See the sample sales sheet on how to fill out form and number items.

The pick-up dates for unsold merchandise is **Sunday May 3 at 4:30-5:30 p.m.** If you can not be at the House of Art at these times, then you should have a representative pick up your items for you.

All items must be labeled with the artist's name, the price, description of item and a number that corresponds to your sales sheet.

If your merchandise sells out during the three weeks of the art show, you can refill your stock up to the allowed amounts. You must add these items onto your sales sheet with the aid of an arts council volunteer. Both of you must sign for the new merchandise.

Items that do not adhere to these guidelines will not be accepted for sale in the Print Shop.

Thank you!