



Michigan Silversmiths Guild

Ann Arbor Art Fair July 21-23, 2022

Contract between Michigan Silversmiths Guild and:

Name _____

Address _____

City _____

State _____

Zip _____

I, _____, understand the following terms and guidelines for participation and the display/sale of my artwork in the Michigan Silversmiths Guild booth at the **2022** Ann Arbor Art Fair:

Terms Include:

- Artists will prepare artwork and variations of that artwork as submitted to the MSG Art Fair Committee.
- Artwork must be bagged and inventoried on the first day of the fair, or as agreed with the coordinators if dropping off early. The electronic inventory sheets and price tags must be filled out according to the accompanying instructions. Work will not be displayed without an appropriately completed inventory.
- **Only a limited number of artists are participating in the show, so all artists are required to be present both days of the art fair and to participate in both booth set-up on July 20 and booth tear-down on July 23** Contact **Doug Bowman** immediately if you are unable to participate in all these activities as **your inability to do so may result in a decision to exclude you from participation in the Art Fair.**
- Artists work will be for sale both days of the fair.
- Artists are responsible for their own insurance for liability, loss, damage, and/or theft.
- Artists (or designee) are responsible for daily set-up and tear-down of their own work, as well as overnight storage throughout fair days.
- Artists working in the booth will sell and promote all MSG art work equally.
- Sales are in the form of cash, check or credit card. Credit card sales will be transacted using MSG's card services. All sales will be recorded, and artists will receive a check for their total sales (including cash sales) the week following conclusion of the fair.
- Artists understand that their work may be removed from the MSG booth at any time or for any reason at the discretion of the Art Fair Committee.
- Artists understand that failure to comply with the terms and guidelines outlined in the contract and acceptance packet will result in immediate dismissal from the fair and forfeiture of fees.

Michigan Silversmiths Guild:

- Will not take any commission from sales of artwork.
- Will organize the booth in a manner where all artworks are showcased equally.
- Is not liable for insurance, loss, damage and/or theft of artwork.
- Reserves the right to not accept or display work that is not the quality shown in the artist's application.
- Will pay artists for all sales upon completion of the fair.
- Reserves the right to cancel the artist's participation in the Art Fair at any time or for any reason at the discretion of the Art Fair Committee.

I have read and agree to the terms of this contract and acceptance packet. I fully understand that failure to comply with these terms and/or participate within the spirit of this event will result in my immediate dismissal without refund, and that my work will be returned following the normal inventory check out procedure.

Signature _____

Date _____

Instructions for Inventory, Pricing, & Delivery of Work

Inventory Spreadsheet (turn in on first day of fair): To provide uniformity and ease of use, artists are required to submit their inventory list using the attached Excel spreadsheet. ***This is the only acceptable inventory method.*** Please fill in all of the contact information requested in the upper left portion of the spreadsheet. Your artist identification code is the first three letters of your last name. This code will be used to identify your work during the course of the fair. Below the ID code, please fill in the total number of pieces you will be bringing on work drop-off day and list the total combined value of works on the line labeled “total value.” The rest of the space in the upper right hand corner should be left blank.

- **Inventory Numbers:** All inventory numbers need to start with your identification code followed by a set of numbers starting with 001 and continuing sequentially from there. Each item for sale must have a unique inventory number. Work submitted differently than described here will either be rejected or changed by the artist on the drop-off day. **Your identification code prefix is the first 3 letters of your last name.**
 - Example: Name: Silver Smith
Inventory #: **SMI001**
- **Title & Description:** Please include as much relevant information about the work as possible. Other artists and volunteers will use the information to answer any customer questions. Information such as metal type, type of stones, processes, and title of the piece are often requested. Anything that you feel will help people understand your work is also encouraged. Additionally, this information will be used if a price tag falls off your work.
- **Price:** Price should reflect the full retail value. MSG does not take a commission.
- Make sure you keep a copy of the inventory sheets for your records.

Price Tags: All work must have a price tag securely attached to each piece. Tags should be labeled with your inventory number and price in the following format, neatly in black ink.

Inventory # Price	Ex:	SMI001 \$100
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Uniformity in tags is vital to a cohesive display, so compliance is required. Common forms are string tags, snap tags, sticker labels, etc. Oversized tags are not acceptable.

Display: MSG will provide showcases dedicated to sale space and a limited selection of display forms. Participating artists may bring and use their own display forms, provided they are either black or clear, so as to create some continuity between cases. Displays must be dropped off with your work (if agreed to with coordinator), labeled with your name, and listed on the inventory spreadsheet.

Preserving Work: Artists are required to submit all their work, individually bagged, inside a lidded plastic bin; bins will be provided and must be labeled with the artist's name. The display will be put up every day, taken down every night, and transported off site as a security measure. (The bins and individual bags for each item will help to prevent scratching during this process.) Each artist is responsible for their own work, unless arrangements are made in advance.

Packaging: MSG will provide basic packaging materials in the form of tissue paper, organza drawstring bags, cardboard jewelry boxes (in two sizes: 3½” x 3½” x 1” and 5” x 6” x 1”), and shopping bags (so customers have something in which to carry their purchases). Artists are allowed to bring their own packaging materials, provided those materials fit with their artwork in the aforementioned plastic bins.

Business Cards: All participating artists are encouraged to bring business cards.

Tax Forms: If you have a current State of Michigan Tax Identification Number, please attach a copy of your tax certificate to the enclosed Concessionaire’s Sales Tax form. If you do not have a current tax ID, please fill out the top portion of the Concessionaire’s Sales Tax form.

Drop-Off: If you are not available to work the first day of Art Fair, please contact the coordinator **before July 1** to make arrangements. Contact information is provided below.

Art Fair 2022 Calendar:

By June 15 Mail signed contract and appropriate tax form to:

MSG Art Fair c/o Doug Bowman

11440 Loveland street

Livonia, MI 48150

July 20 Booth set-up

July 21-23 Ann Arbor Art Fair

July 23 Booth tear-down

Aug 6 (week of) Artist checks for total sales mailed – check with Doug on this date

If you have any questions or concerns, please contact one the coordinators:

Doug Bowman

Bowman.dr@gmail.com

734-377-1854