Artists United of South King County
Cove Show Handbook for

Participating Artists

(Please read all instructions)

Sign-ups

- Before Booth Selection
  - September general meeting - Volunteer hours are totaled.
  - October meeting: prior to the meeting - there will be timed prioritized booth sign ups at Club meeting
  - Before you are assigned a booth, you must sign up for your volunteer positions/tasks for the show. (see Volunteer Expectations for Cove Show Participants)
  - Waivers must be signed and turned in before the booth is assigned.
- Booth Fees & Payments
  - The minimum booth fee deposit of $50 (non-refundable after October membership meeting) will be collected at the September membership meeting.
  - The remainder of the fee (if any) will be paid in October once your booth is assigned.

Vendor (Participating Artist)) Responsibilities

- You must be current in paying your dues for the current year.
- Booth Set-up and teardown duties
  - Items may be stored beforehand outside on the covered deck.
  - No one can set up their own art before all booths and grids are set up.
  - Once your materials have been unloaded, move your car to the parking area near the tennis courts.
  - Times: The vendors must have their booths staffed for the entire time of the show: Saturday 10 am-5 pm, Sunday 10 am-5 pm. No early packing up and departure.
- Raffle donation
  - All vendors must have one item to contribute to the raffle, no less than a $30 value.
  - If you do not have an item of this value, you shall donate $30 to the club.

Vendor (Participating Artist) shall supply:

- Artists own art.
- Solid colored table cloths.
- Additional table & additional display materials if needed that fit within booth boundaries.

Club shall supply:

- Grids
- HGrid hooks.

- Price tag templates and/or cards
- Table (8 ft.)
- 2 chairs.

Volunteer Sign up Expectations for Cove Show Participants

Before you sign up for your booth, you shall indicate how you are volunteering for the Cove Show and, if you are a participating artist, **you will sign your waiver** (note: volunteer hours for non AND participating artists may be logged as club volunteer hours for the next year's Cove Show Booth selection priority unless club leadership decides to handle volunteering in a different manner.) **Sign up sheets will be available at this time.**

When booth set ups are complete please coordinate with a neighboring artist for brief breaks (restroom and such). If you have volunteer duties that take you away from your booth for an hour or more, please recruit a non vending member or a friend or family member to manage your booth while you are away.

Everyone who is selling at our show is expected to:

- Distribute promotional cards and are requested to print and distribute full page (i.e. 8.5 X11 inch) flyers from their own computers or library computers).
- Promote the sale through social media (Facebook, Instagram, X, etc.) to the extent of their ability, and through word of mouth.
- Help (or bring able bodied family/friends) to help with grid and table set up BEFORE setting up their own booth and with grid takedown and clean up after the sale ends.
- Contribute an approved raffle item, valued at $30 or more, and display it at their booth or contribute $30 to the club show account.
- Display your ticket bag, and encourage guests to visit other artists' booths.
- Sign up and complete at least two of the following positions (with at least one on the days of the show) in addition to other expected duties as outlined above.
- Contribute refreshments as directed by the Hospitality Chair.

NOTE: If we have sufficient non vending artists available to fill certain positions, we can reduce vending artists' responsibilities to only one position (to be determined lottery style).

Waiver of Liability Form

Artists United Club Exhibits and Displays Waiver of Liability Form

Name: _____

Address: _____

Home Phone _____ Work Phone _____

Email Address: _____

I understand that my artwork or other property is scheduled to be on display at the Normandy Park Community Club at 1500 SW Shorebrook Drive, Normandy Park, WA 98166 from _____ to _____. I agree to remove my artwork at the end of the show.

I, (print name) _____, agree to the following:
I acknowledge that my property, including, without limitation, any art or other items on display, may be damaged, lost, or stolen during the show or during the unpacking, packing, or transportation of the items and I acknowledge and understand the risk involved by allowing such property to be on display by Artists United of South King County. I understand that Artists United of South King County does not insure any exhibits or displays and, if I so choose, I must acquire my own insurance. If I so choose such insurance, I agree to submit a copy to the club. I agree that I will remove any and all property from the Normandy Park Community Club once the exhibit ends on Sunday, November 2, 2025.

I hereby represent and warrant that I have read this Artists United of South King County Exhibits and Displays Waiver of Liability form in its entirety and fully understand its contents. I have signed the waiver voluntarily and of my own free will. By signing this waiver, I release and hold harmless the United Artists Club and the Normandy Park Community Center, its Board of Trustees, employees, or representatives from and against any and all claims of injury or damages relating to the above provisions.

Artist/Owner's Signature

_____ Date: _____

Please sign and turn in upon payment and registration

Rev. 2025

Cove Show Sale Instructions for Artists

SUPPLIES

1. **Sales Order Receipt Tablet (see image c.)**
    a. Each sales order receipt for each customer includes
        i. **1-WHITE (Original)**
        ii. **1-YELLOW (Cashier)**
        iii. **1-PINK (Artist)**
    b. Each colored page of the Sales Order Receipt must have the same information!!
        i. ***If using labels for the artist's name you must have one label on each of the WHITE, YELLOW, & PINK copies for each transaction***
    c. Example

MAKING A SALE

Gather Information
NOTE: **REQUIRED ITEMS** on all colored sales order receipts to get credit

- **1) ARTIST'S LAST NAME AND 1ST INITIAL AT THE TOP OF THE FORM**
- **2) Date of the sale**
- **3) Customer's name (on the "name" line)**
- **4) Customer's Phone # (on the "address line)**
- **5) Customer's Email Address (on the "city, state, zip" line)**

- Fill in Sale Items and amounts for each
    1. Do Not Total - cashier will do this and add 10.1% tax (or whatever the tax is for the current year)

- Give the customer the following Sales Order Receipt pages & direct them to Cashier
  1. WHITE (Original)
  2. YELLOW (Cashier)
  3. Keep PINK (Artist) copy for your records
  4. *Keep customer's art at your booth*

  - After customer pays the cashier, they will show you their 1-WHITE "Paid" Sales Order Receipt
  - Give Customer their purchased art