

## **INFORMATION FOR SUBMITTING WORK FOR THE STATE FAIR GALLERY**

**ELIGIBILITY** - any juried member of ACV.

- **LIMITATIONS** - Each artisan should submit as many pieces as he/she feels would be required for the 11 days. We would like to be able to keep the shelves full at all times to enhance sales. Limitations due to space, display equipment, and security will affect what work is on display in the booth at any one time. The more work we have, the more we will sell. With the new site and new space, we will be reinventing our booth with a refreshing new look.

Please read the following carefully. This is new for 2009.

**DELIVERY - All work must be delivered suitably packed, priced and inventoried with completed contract/release form.**

There are 4 ways to get work to the State Fair Gallery.

1. You can ship work directly to the Fair via UPS. Plan for it to arrive on Monday, Sept 21, Tuesday, Sept 22, or Wednesday, Sept 23.

VIRGINIA ARTISANS  
C/o State Fair of Virginia, Inc.  
13111 Dawn Blvd,  
Doswell, VA 23047

2. You can ship work to ACV office. This work must arrive by Friday, September 18, as the truck will be loaded on Sunday, September 20 in Waynesboro.

Artisans Center of VA  
539 W. Main St.  
Waynesboro, VA 22980

3. On Tuesday, September 22 and Wednesday, September 23, between 10 AM and 4 PM when artisan volunteers will be setting up a gallery, work can be delivered to the ACV State Fair exhibit space in the Commonwealth Building at the **new** fairgrounds on Rt 30 just past Kings Dominion off Int. 95. Directions will be posted on ACV web site.

4. You may bring work with you when you demonstrate.

PLEASE **notify Nancy Ross ([finepotter@aol.com](mailto:finepotter@aol.com))** of your intention to ship your work, where you are sending it, the date you ship it, and the anticipated arrival date or if you will be bringing work to the fair.

**An inventory sheet with proper code and separate numbers for each and every piece must accompany your work.** Each piece of work must have a price tag securely fastened with corresponding inventory code, number and price. **KEEP A DUPLICATE COPY OF YOUR INVENTORY SHEET.**

- **WORK PICK-UP** - YOU will be responsible for retrieving your work after the close of the State Fair. You may pick it up on Sunday evening at the fair from around 9:00 pm when Fair closes. Volunteers will be packing and loading the display and inventory on Monday until noon. All inventory will then be taken back to ACV office on Monday afternoon. **Please label clearly if you will be picking up inventory in Waynesboro or at the Fair.** It will be your responsibility to make arrangements to pick your work up from ACV Waynesboro.

Special arrangements must be made to have work return shipped to you. Please let Nancy know this ahead of time to make these arrangements. Your original packing must be reusable and this must be clearly marked on the box. You should include a filled out return shipping label(s). You will have to pay for this return shipping. This method may take several weeks after close of Fair.

- **FEES AND COMMISSIONS** - **40%** commission on work sold during the show, or immediately afterward as a result of the exhibition. Demonstrators and volunteers working in other capacities will pay a **20%** commission. Any orders taken at the fair or referrals resulting in sales will pay a **10%** commission to ACV.
- **PLEASE, PLEASE, PLEASE** supply brochures and business cards and special instructions with your work, so that we can represent you well.

**A release form and an inventory sheet follow.**

**Check the ACV web site for more State Fair information and forms and directions.**