

HES Levels of Participation

Level 1 - Steering Committee Member - 12% commission rate, \$20 fee

Steering Committee chairpersons:

- Accept responsibility of overseeing one of the committees through the entire year.
- See that all duties and responsibilities of their committee have been completed.
- Attend Steering Committee meetings.
- Work three shifts of the event weekend.

Level 2 - Active Participation – Returning Participants: 20% commission rate, \$20 fee

New HES participants: 20% commission, \$10 fee

Includes all other HES participants, regardless of the number of inventory items.

Level 2 Participants:

- Accept responsibility for an integral portion of committee work, including pre-sale work.
- Perform their expected committee work duties.
- Work three shifts of the event weekend.

Level 3 – One-Item Participation – 20% commission rate, no fee

All Guild members are invited to submit *one* item to offer for sale in the gallery. No participation fee is required. A 20% commission will be deducted from the price of any item sold. This level is to encourage more members to participate and to display the artwork and talents of as many Guild members as possible.

All Levels

Event participants:

- Attend New Participant Meeting if less than two years of prior HES participation.
- Attend the All-Participant Meetings.
- Complete a pre-sale job.
- Respond to email messages in a timely manner.
- Follow HES guidelines, rules, and deadlines.
- Perform expected committee work duties.
- Sign up for required work shifts during the event. (This occurs at the Fall All-Participant Meeting. The number of work shifts each person needs to sign up for depends upon the total number of participants each year.)
- Work one Friday shift, either the morning set-up or the evening reception and sale.***
- Work one shift on Saturday and one shift on Sunday.***
- If there are reasons you cannot work the required weekend shifts, contact the Steering Committee in advance to arrange substitute tasks.
- Accept decisions of the Steering Committee regarding quality control, jurying, price recommendations, commission rates, and job assignments.
- Donate two door prizes.