

CWSG Holiday Exhibition & Sale Participation Form

To participate in the Holiday Exhibition & Sale, complete the following form and send it with your participation fee to the Membership Chair, Jean Williams, 108 Dundee Drive, Columbia, MO 65203 **by June 25**. Make checks payable to CWSG.

_____ YES, I would like to help at the CWSG Holiday Exhibition & Sale as a **NON-selling** volunteer.
or

_____ YES, I would like to sell my handmade items at the CWSG Holiday and Exhibition Sale.

_____ YES, I have read the Guidelines for Participation in the CWSG Holiday Exhibition & Sale, meet the criteria, and **agree to abide by all HES Guidelines**.

_____ YES, I agree to donate two door prizes to the event.

_____ I have read Levels of Participation (see back) and would like to participate at Level _____ with a commission rate of _____. I understand what my commitment is at this level.

_____ YES, I agree to do the task I did last year which was _____
OR

I would like to be a member of the following committee (Put 1 for your first choice and 2 for second choice):

_____ Bookkeeping Committee (data entry/analysis, budget, cashiering)

_____ Display Committee (sales floor display, props, signs, biography presentation)

_____ Event Facilitation Committee (sales floor managers, demonstrations, break room)

_____ Inventory Committee (jurying, check-in, quality control, inventory staging)

_____ Mailing Committee (distribute/mail postcards, door prizes, greeters)

_____ Membership Committee (track/mentor participants, collect biographies)

_____ Publicity Committee (advertising, postcards, media, appreciation certificates, window display)

_____ Enclosed is my participation fee of \$20. (No refunds)

_____ I have attached my updated Artist Statement.

I would love to participate in HES and I agree to abide by all the guidelines.

Participant Signature

Date

Contact information (This information will be given to all HES participants for ease of communication among participants.)

Name (print) _____

Email _____

Phone/s _____

Mailing address (if changed from last year) _____

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. This item will be juried for the same criteria as other sale levels. 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.