**HOLIDAY EXTRAVAGANZA November 26-December 27, 2024**

**LiveArtfully Holiday Extravaganza Instructions**

Please follow these instructions when preparing items for sale in the Holiday Extravaganza. Any questions regarding the event should be directed to Sharla.

 *We pride ourselves on offering handcrafted items in our Live Artfully Artisan Boutique and the Extravaganza event is an extension of the boutique. All artwork* ***must******be*** *handcrafted, not assembled.*

\*\*All participating artists must be juried in to be accepted for the Exhibit. Please send images of your artwork to Sharla Gregrich at [sharla@artcentermanatee.org](file:///%5C%5Cserver-01%5CDocuments%5CLive%20Artfully%5CArtful%20Holiday%20Extravanza%5CHoliday%20Extravaganza%202023%5Csharla%40artcentermanatee.org)

Creating your code:

**Every artists code will be your 3 initials-NO EXCEPTIONS. ABC**

**ABC600**

 **$50**

**I am asking everyone to start with the number 600**.

**Example-ABC600, ABC601, ABC602, etc.**

**When you have same priced items, it is *required* that you group same priced items with quantity on your log sheet. ABC600 Qty 15**

All artists are responsible for labeling their own ornaments/holiday décor. Each individual piece must have a label. Ornaments/holiday décor without proper labeling *will not* be accepted. . Please print clearly on your inventory log sheet. Please complete the total number of items being entered into the Holiday Extravaganza at the bottom of the log sheet with a **minimum** of 15 pieces. No personal contact information may be listed on the labels or artwork under any circumstance.

Artists that are members of ACM will receive 60% commission and those that are not members will receive 50% commission.

 **Drop Off/Pick Up**

Drop off dates: Tues Nov 11, 10-3pm & Wed Nov 12, 10-3pm.

No appointment necessary if your log sheet is completed in advance. Please drop your artwork off in **labeled boxes** so that we can use them for any unsold items, also we will be comparing your sheet to the physical items; count and sign off on the log sheet.

Pick up dates: Fri Jan 3 10-3 no appt necessary.

**Get in the Spirit**

*Volunteers are needed for intake/pick-up of items, set-up and break-down. Set-up is setting up trees and decorating with ornaments along with any holiday themed items in the gallery. We cannot do any of this without YOU!*

Set up of the trees in the gallery is on Sat Nov 23, 8:30-3:00 and will involve lighting the trees, placing décor & ornaments on the trees.

Breakdown will be Sat Dec 28 8:30-5pm