

Art for the Cash Poor 7 - Organization Event Participation Form

Saturday June 10th, 2006, 1-8 pm, art sale 1-7 pm.

Organization Name _____

Contact Name _____

Address (include apt. #) _____

City _____ State _____ Zip _____

Phone (day/evening/cell) _____ Fax _____

e-mail _____ web _____

Please describe the type of work you will be selling at this event (e.g. framed prints, jewelry, etc.)

Tables will be provided for an additional fee. If you need a table please mark the required field. There will be no extra tables at the event.

Table Reservation requirements _____ 6' table _____ #of Chairs

In consideration of space, no set-up should exceed seven feet x seven feet. Please consider this should you decide to bring your own table or add additional presentation materials to your rental table.

Event Details:

- Art for the Cash Poor 7 will take place on Saturday, June 10, 2006 from 1 p.m. until 8 p.m., with art being sold until 7 p.m., at the Crane Building at 1400 North American Street.
- The event will be held both indoors and outside. The Outside area is open and without natural shade. Participants are encouraged to bring sun protection (e.g., umbrella, tent, hat, sunblock).
- Set up begins at 11:00 a.m. and must be completed by 12:30 p.m. All participants are responsible for **pre-event set up and post-event clean up of their individual spaces.**
- InLiquid will provide each participating organization with 50 event postcards/flyers as well as a jpeg announcement. Also, InLiquid will handle all publicity for the event including postcard mailing; press release; ads; etc. (additional cards can be provided for an a fee of \$10 for 50 cards).
- "**Organizations**" refers to non profit art entities or art/design related businesses that wish to promote and sell items for their organization as a whole. This category does not refer to individual artists sharing a space to sell their own work.

Participation Guidelines:

- Work being sold should be of an art/design nature.
- The focus of the items being sold should reflect the organization and not just a few select members of the organization (e.g., three artists selling their own work under organization moniker).
- Organizations are encouraged to bring printed matter/promotional material for distribution and have a sheet to sign up for mailings; however, the tables cannot not be used to collect money for donations.
 - *We would prefer that if an organization has artists interested in participating, they encourage them to get a space of their own.*

* Please note that the reservation fee is to help cover the production costs of the event.

Fees

Below is a breakdown of the reservation fees. All fees must be paid ahead of time.

Organization fees:

Straight Reservation fee per a group with no extra provisions	\$75
Table rental	\$15
Chair/s rental	\$3 each

Reservations

Reservations submitted by April 15 will be included in press material. The final date for reservations and payment is May 26, 2006. It is imperative that you reserve by the specified deadline, as we will post the names of the participating organizations on the web site. Space is limited and will be assigned on a first come basis.

Sales

The organization/artist retains all money made from the sale of his/her work. Items must be priced below \$199. Participants are responsible for staffing their individual tables and also responsible for any/all damage to or loss of work. InLiquid.com takes no responsibility for organizations'/artists' goods before, during, or after the event, or for packing material and change.

Donations

Since InLiquid does not retain a commission from any sales at the event, we are a non profit, and the participation fees go toward covering production of the event, if you have a good day of sales, any donations would be gratefully accepted.

Cancellations

Refundable cancellations require a minimum 10 day notice no exceptions.

Payment

Enclose your reservation payment (money order/check made payable to InLiquid, credit card). Cash payments accepted in person only.

_____ Check (include #) _____ amount

_____ Credit Card* _____ amount

Credit Card # _____

___/___ Exp. Date (mm/year)

_____ Cash _____ amount

*We accept Visa and Mastercard .

Please sign below and return to InLiquid/Art for the Cash Poor 7; 123 N. Orianna Street; Philadelphia, PA 19106 or via fax 215-629-0217. For questions and information, call 215-592-1310 or e-mail info@inliquid.com.

Artist Signature: _____ Date: _____

Hold Harmless Clause

By signing this document you agree to hold InLiquid.com harmless for any damage to and/or loss of artwork and personal property before, during, and after the event.

Art for the Cash Poor 7: Retain this page for your own needs.

Event Details:

- Art for the Cash Poor 7 will take place on Saturday, June 10, 2006 from 1 p.m. until 8 p.m., with art work being sold until 7 p.m. at the Crane Building on the 1400 North American Street.
- All artwork is to be sold for \$199 and below.
- You must reserve your space by May 26th; spaces are limited and will be given on a first come first serve basis.
- Reservations submitted before April 15th will be included in press materials.

You are responsible for:

- Providing your own change.
 - It has been recommended to us before that you use a money pouch instead of a cash box.
 - There will be no credit card machine on the site, be prepared for cash and checks only.
 - When accepting checks, you should always make sure the name address and phone number are listed on the check.
- Providing any bags or material to wrap your work.
- Bringing any necessary protection from the elements (e.g. umbrellas, tents, sun hats, sun screen, etc.). The event will take place outside as well as indoors. The outside area is open without natural shade. We hate to have reddened artists.
- It is suggested you have more than one person working your table, so someone can watch the table if you need to go to the bathroom or if you want to check out the other items available or socialize. We cannot guarantee the availability of having any staff or volunteers to assist you throughout the day.

Things that are not necessary but are recommended:

- A note pad
 - to record items that are sold, (to help with inventory)
 - make a mailing list for future events
- Portfolio of other work
 - While items here are all priced \$199 and under, you might meet some one who would be interested in making a larger purchase in the future. [There is no guarantee of this, but it is best to be prepared.]
- Business cards, contact information, or brochures.

Remember:

The organization/artist retains all monies made from the sale of his/her work. Items must be priced below \$199. Participants are responsible for any and all damage to or loss of work. InLiquid.com takes no responsibility for organizations'/artists' goods before, during or after the event.

Participating organizations will receive:

- 50 cards or flyers to distribute
- listing on the InLiquid Feature, with a link to personal website if applicable
- listing in all press material if reservation is made by April 15, 2006

Please remember that InLiquid retains the right to ask for a sample or preview of participating work before accepted participation.

Organizations are responsible for making arrangements to fulfill this obligation. Work may be transmitted digitally by e-mail to saraz@inliquid.com, and slides or photos can be mailed with a return envelope to InLiquid.com/ AFTCP, 123 N. Orianna Street, Philadelphia, PA 19106. If need be, you can call 215-592-1310 to arrange an appointment with us.