

Instructions for Preparing for your ART SALE

Eligibility

- You must be a current **Tomball Art League member**.

Limitations

- Initial ART SALE intake is limited to 3 original pieces and 5 prints.
- When a piece sells, you may replace it.
- Each piece must be listed on your ART SALE list at the Intake/Sales desk before it is displayed.
NOTE: It is the responsibility of the artist to check in at the Intake/Sales desk to determine when they are eligible to bring in replacement pieces.

Art Sale LIST

- Download and complete the **ART SALE LIST**.
- Bring the completed list to Art Intake with your art.
- List only art for the art SALE (not pieces entered in the LSAG Show database).

Art Sale TAGS

- Print the **ART SALE TAG sheet** and make one tag per piece listed on your ART SALE list.
- Cut into individual tags and place in an envelope attached to your **ART SALE LIST**.

Sales Process

Any sale processed at the Intake/Sales desk will require a 3-part receipt.

1. Customer Copy
2. TAL Treasurer (must be legible for post-show reporting)
3. Artist Copy

At Show Close

No art that is included in the juried SHOW may be removed from the show area until 3:30PM Saturday.

- **Art Check out begins at 2:30PM** at the Intake/Sales desk.
- Pieces that have sold will be marked SOLD on the Art Show List and/or the Art Sale List.
- ‘Sign off’ that you confirm the remaining pieces you are responsible to remove.
- Artists will be given a **check out token** from the Intake/Sales desk indicating they have signed off and are free to remove all remaining artwork **starting at 3:30PM**.
- Plastic Art labels and hangers are to be returned to the Intake/Sales desk.
- **Art Pick Up is 3:30PM – 5PM**

QUESTIONS?

Call Dana Daigle 281.543.5447 or Denise Gilbert 713.398.2363