

CHARBONNEAU FESTIVAL OF THE ARTS

FESTIVAL SCHEDULE

Friday, October 10, 5:00 p.m. - 7:00 p.m.

Artisan Booth Show open in the Clubhouse.

Friday, October 10, 6:00 p.m. – 9:00 p.m.

Gala Opening Night Celebration in the Activity Center. Tickets required for admission.

Exhibitors each receive two free admission ticket to the reception. Additional tickets are available online and will be available at the door. The event includes catered hors d'oeuvres and a glass of champagne and Silent Auction. Extra tickets purchased in advance are \$5; \$10 at the door.

Saturday, October 12

10:00 a.m. – 4:00 p.m.

Festival Open in Activity Center and Clubhouse. Free Admission

Sunday, October 13

10:00 a.m. – 4:00 p.m.

Festival open in Activity Center and Clubhouse. Free Admission

ARTISAN BOOTH SHOW INSTRUCTIONS

Setup: Thursday, October 10 from 12:00 p.m. to 4:00 p.m. and Friday, October 11, from 9:00 a.m. - 4:00 p.m. Please be ready for the show opening by 4:30 Friday.

Check in and unload at the Charbonneau Clubhouse, 32000 SW Charbonneau Drive, Wilsonville, Oregon 97070. Follow the signs for **Artisan Booth Show Check-in** from the first (north) village parking lot and unload in your designated door, per instructions you will receive separately from Cathi McLain. A Clubhouse layout with booth assignments will be provided at that time.

A reminder that our booths are 8 x 8, not 10' x 10', so plan your display accordingly. Double booths are 14' wide x 8' deep. One six-foot table and two chairs will be provided. No canopies needed but display panels and structures may be used.

Artists displaying in both the Fine Art Gallery and Artisan Booth Show should adhere to the drop-off schedule listed below, for Thursday, October 10 in the Activity Center.

Silent Auction Donors

Thank you for offering an item for our major fundraiser. Details for drop-off will be provided in a separate email.

Other Information

During show hours, please arrange to always have someone at your booth. We can assist you for brief breaks, when necessary. Name tags are provided for registered vendors.

Security will be on hand during periods after the show closes, when residents are allowed to enter the buildings with key fobs.

For Booth Show set-up questions or additional information, contact: Sara Bennett, (971) 219-2874; sarabennett@comcast.net.

FINE ART GALLERY INSTRUCTIONS

Art-in and Pick-up Schedule

Deliver your art on **Thursday, October 10 to the Charbonneau Country Club Activity Center, 32050 SW Charbonneau Dr, Wilsonville, OR 97070**. Follow the signs for **Artist Drop-off** in the upper (south) parking lot. Please deliver your pieces according to your last name, as follows: **A-L, drop off from 9:30 a.m. - 12:00 p.m. and M-Z from 1:00 p.m. – 3:30 p.m.** If unable to make these time slots, please notify Cathi McLain at cathi@mclainco.com, (503) 702-0216. We will make every effort to accommodate your needs.

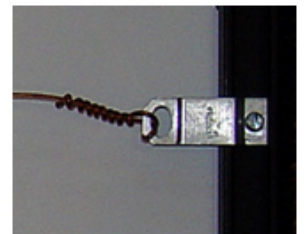
After the festival, you may **pick up your art between but not before 4:30 and 6:00 p.m. on Sunday, October 13, 2023.**

Hanging Requirements

Each piece of hanging art must be framed (except gallery mounted canvases and photos on glass or metal) and ready to hang with appropriate wire. No “toothed” hangers will be accepted. If the art is not ready to hang securely, we cannot accept the item. Hanging will be at the discretion of the set-up committee. Fiber art, sculpture, and other media will be displayed as appropriate. Please advise if you can supply your own pedestals.

- Please use good D-rings, larger screw eyes, metal-frame D-rings, all securely installed to the frame.

Examples of *Acceptable Hooks*:



Inventory Your Fine Art Gallery Submissions

An inventory sheet must be completed on our website, no later than September 20. Please [click here](#) to access the form and enter the information and submit. This will also allow you to update your entries in case some have sold, or you’ve created new since you submitted your applications on Zapp and Café.

Tagging Items for Sale in the Festival Store (not required for your gallery entries)

If you have also registered to offer matted art and/or cards in our Festival Store, you will be responsible for tagging each item with your initials and price. We remove the tag as the item is sold and place it on a notebook page with your name and gallery inventory sheet. After the show we use these tags to tally your sales. We offer an Excel (also can be opened with Numbers) tagging system that is set up to create an inventory sheet and also populate the tags. This file can be downloaded by clicking [this link](#). Before you arrive to deliver your art, you **MUST** also complete the inventory sheet and attach the tags to the back of each piece. The only rule is to not delete any lines or change any of the formatting. When you print, you may want to select just the page you need. If you print all, there may be several empty pages, depending on the size of your inventory. Note there are

two (2) tabs at the bottom of the spreadsheet. Type into the "Inventory" sheet and it will automatically populate the "Tags" sheet. **Please bring 2 copies of the inventory sheet.**

Update Your Entries

If you plan to display new work completed since you submitted your Zapplications or Café entry, you'll need to update all the details associated with each piece, so we have the correct information for the wall labels in the Fine Art Gallery. Use the Inventory form described above. There will be no need to update your Zapp or Café entries.

Back-up Art

In anticipation of sales, you may bring two back-up pieces to replace sold items. They must also be tagged and included in the inventory list.

Packaged Art Sales

If you purchased the option to also sell Packaged/Matted Art and/or Packaged Cards, you may bring one bin and one card display stand. Each item should be inventoried and tagged as described above.

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Art Sales

Buyers will make purchases with the Charbonneau Arts Association cashier. A "sold" sign will be hung in place of the sold item, and you will have an opportunity to replace it with a new piece if available. A commission of 20% will be taken on art and packaged products sales. Proceeds will be mailed to you once payment is received by the Charbonneau Arts Association.

GALA OPENING NIGHT CELEBRATION Friday, October 11, 6:00 – 9:00 p.m.

We encourage you to join us for our opening night public reception, featuring food, wine, live music, and silent auction. This event is publicized throughout the area. Each artist receives two free admission tickets to the reception. Additional tickets will be available online for \$5 and at the door for \$10.

For delivery questions or additional information contact: **Cathi McLain, (503) 702-0216, cathi@mclainco.com**

All proceeds from the festival benefit the Wilsonville and Canby high school arts departments. The Charbonneau Art Association is a non-profit 501(c)(3) organization. Contributions are tax deductible to the extent allowed by law. Donor information is not shared or sold to any outside organization. Federal ID# 47-4653404