

CHARBONNEAU FESTIVAL OF THE ARTS

FESTIVAL SCHEDULE

Friday, September 22, 6:00 p.m. - 9:00 p.m.

Gala Opening Night Celebration in the Activity Center. Tickets required for admission. (Artisan Vendor Show in the Clubhouse doesn't open until Saturday at 10:00.) Artists and Vendors each receive one 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 \$15; \$20 at the door.

Saturday, September 23

10:00 a.m. – 12:00 p.m.	Sacajawea Bronze Unveiling Celebration outside
10:00 a.m. – 4:00 p.m.	Festival Open in Activity Center and Clubhouse
12:00 p.m. – 2:00 p.m.	Jazz@Charbonneau, Sarah Saul Combo in the Pavilion (free)
3:00 p.m. – 5:00 p.m.	Jazz@Charbonneau, Tom Grant & Friends in the Pavilion (free)
7:00 p.m. – 9:00 p.m.	Jazz @Charbonneau, Mel Brown C3 Organ Group in the Pavilion (ticket required)

Sunday, September 24

10:00 a.m. – 4:00 p.m. Festival open in Activity Center and Clubhouse

ARTISAN VENDOR INSTRUCTIONS

Check in and unload at the Charbonneau Clubhouse, 32000 SW Charbonneau Drive, Wilsonville, **starting at 9:00 a.m. and no later than 4:00 p.m., Friday, September 23rd**. Set-up must be complete by 9:30 a.m. on Saturday. Follow the signs for **Artisan Vendor Check-in** from the first (north) village parking lot and unload in your designated door, per instructions you will receive from John McLain. A Clubhouse layout with booth assignments will be provided at that time.

Artists displaying in both the Fine Art Gallery and Artisan Vendor Show should adhere to the drop-off schedule listed below, for Thursday, September 21st in the new Activity Center. In order to have all the art hung in the gallery in time for Friday evening, all art-in must take place on Thursday.

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 Saturday evening during the music concert.

For Artisan Vendor set-up questions or additional information, contact: **John McLain, (503) 799-2527, john@mclainco.com.**

FINE ART GALLERY INSTRUCTIONS

Art-in Schedule

Deliver your art on **Thursday, September 21 to the new Charbonneau Country Club Activity Center, 32000 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 9:00 a.m. - 12:00 p.m. and M-Z from 1:00 p.m. – 4:00 p.m. and M-Z from 2:00-4:00.** If unable to make these time slots, please notify Leslie Leeper at ldleeper@gmail.com, (503) 720-9706. Be sure to bring two copies of your completed inventory sheet and tape the tags to the back (see below).

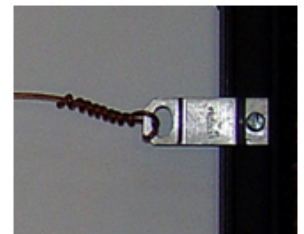
After the festival, you may **pick up your art between but not before 4:30 and 6:00 p.m. on Sunday, September 24th, 2023.**

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

Examples of *Acceptable Hooks*:



Tagging and Inventory System

Before you arrive to deliver your art, you MUST also complete the inventory sheet and attach the tags to the back of each piece. This is an Excel document that allows you to list the items on the first sheet and automatically populates the tags on the second sheet. 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" tab and it will automatically populate the "Tags" tab. **Please bring 2 copies of the inventory sheet and send a copy to Leslie Leeper at ldleeper@gmail.com no later than September 12.**

Update Your Entries

If you plan to display new work completed since you submitted your Zapplications 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 Sheet and send to . **Leslie Leeper at ldleeper@gmail.com.**

Download your Inventory Form, [click here](#). You can [find more detailed instructions here](#) if needed.

If you don't have access to Excel or Numbers, there is an online form for you to complete. We will convert to Excel and send the PDF so you can print the tags and affix to your art. If you can complete this important step on your own using Excel or Numbers, you'll find Instructions at <https://charbonneuarts.org/alternative-tagging/>. If you don't have access to a printer, please let us know and we'll print it for you.

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 Bin Art and/or Packaged Cards, you may bring one bin and one card display stand. Each item should be inventoried and tagged using the Tagging and Inventory System described above.

Silent Auction Donors

Thank you for offering an item for our major fundraiser. Please provide a description and photograph no later than September 10th using the online form here: [Please click here](#). Contact Elaine Swyt at eswyt@mediaphysics.com if any questions. You may drop off on Thursday while dropping off for the Fine Art Gallery, or Friday morning before noon.

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 30% will be taken on art and packaged products sales. Proceeds will be mailed to the artist once payment is received by the Charbonneau Arts Association.

"GALA OPENING NIGHT CELEBRATION," 6:00 – 9:00 P.M. SEPTEMBER 22, 2023

We encourage you to join us for our festive opening night public reception, featuring art, live music, and silent auction. This event is publicized throughout the area. Each artist receives one free admission ticket to the reception, which includes catered hors d'oeuvres and a glass of champagne. Additional tickets will be available online for \$15 and at the door for \$20.

For delivery questions or additional information contact: **John McLain, (503) 799-2527, john@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