



Spruill Student & Instructor Jewelry Market
Sunday, February 26, 2012
11:00am-5:00pm

You are invited to submit an application to take part in the Spruill Center's Forth Annual Student & Instructor Jewelry Market. This event will provide an opportunity for students and instructors to sell & show their work to the public, as well as, serving as an annual fundraising event for the Spruill Center and the Jewelry Program.

Eligibility: All Jewelry Department instructors are eligible to participate in the market, as well as, students who have completed a jewelry, metalsmithing, bead, or PMC class or workshop within the last year (1/2011-2/2012). All works should be handmade by the participating artist. Works should reflect the skills and techniques offered in the Jewelry and Metalsmithing Program.

Display Space: Participants will display and sell their work in either a hallway or classroom space within the Spruill Center. Each display space will be provided with a 6 foot table, 2 chairs and 1 fitted black tablecloth. A Display Space may be shared by two participants.

Application Fee: Please submit \$75 per display space. Checks are payable to: Spruill Center for the Arts. If sharing a display space, **ONLY ONE CHECK PER TABLE WILL BE ACCEPTED.** Application Fee is Non-Refundable.

Application Process: Please either hand-deliver or mail the completed Application Form along with the Application Fee to the Spruill Center for the Arts Registration Office, Room 19, no later than Monday, February 6, 2012.

Sales Process: All sales will be processed the day of the event by the Spruill Center for the Arts at a Central Payment Station. The Central Payment Station will accept Cash, Checks, Master Card, Visa, and Discover. The Central Payment Station will **NOT** accept American Express. Spruill Center for the Arts will issue payments to all participants within 30 days of the event. The Spruill Center will retain a commission of 35% of all sales.

Please direct any questions to:
Kristin Wilder (spruillmetals@yahoo.com)

Day of the Event

Set up:

Participants may begin setting up their display space no earlier than 9:00 am on Sunday, February 26. The Spruill Center Parking lot will be available for unloading until 9:30 am, at which time all vehicles must be moved to Tilden Car Care, Olde Fashion Cleaners or Bellsouth parking lots. The Library & Spruill parking lots will be reserved for customer parking only. All display spaces should be set-up and ready for business by 10:30 am.

Sales Process:

All sales will be processed the day of the event by the Spruill Center for the Arts. A Central Payment Station at the event will accept Cash, Checks, Master Card, Visa, and Discover (AMEX not accepted). Spruill Center for the Arts will retain a commission of 35% of all sales. The Spruill Center for the Arts will issue payment to all participants within 30 days of the event.

Sales Procedure:

- A customer purchases an item.
- Participant will complete a three part sales slip (provided by the jewelry department) which will include the participants name, display space number, customer's name, phone number, e-mail, street number, city, state zip code, a brief description of items purchased, each item's price and the subtotal. The Central Payment Station will calculate tax and total sale amount.
- Participant will keep the customer's copy of the receipt with the item(s) at their display space. The customer will take the remaining two copies to the Central Payment Station to pay for their purchases.
- The cashier will collect the funds, mark receipts "**paid**" and retain one copy for Spruill and give the participant's copy to the customer.
- The customer will take the participant's "**paid**" receipt back to the display space in exchange for the customer's receipt and item(s) purchased.
- Spruill Center for the Arts will issue payments to all participants within 30 days of the event. The Spruill Center will retain a commission of 35% of all sales.

Break Down:

Participants may begin packing up their items and display **no** earlier than 5:00pm - at the close of the event. All participants are expected to stay for the duration of the event. No early departures. Participants are asked to pack all items and display prior to moving their vehicle to the Spruill Center parking lot for loading. Participants must remove all items and trash from their area no later than 6:00pm.

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Application

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Today's Date _____

Please list all Participants:

1. _____ 2. (if applicable) _____

Participant 1

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail _____ Business Website _____

Participant 2 (if applicable)

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail _____ Business Website _____

Office Use only

Display Space# _____

	Participant 1	Participant 2
Total # of items sold	_____	_____
Total amount of Sales	_____	_____
35% Commission	_____	_____
Total amount of sales Tax	_____	_____
Check amount to Participant	_____	_____
Check #	_____	_____
Check Date	_____	_____

Spruill Center for the Arts – 5339 Chamblee Dunwoody Road, Atlanta, Georgia 30338
Please direct any questions to: Kristin Wilder (spruillmetals@yahoo.com)