

Dear CVA Members,

Re: Updated/Corrected Art at the Market information from Sue Brindle

One of Clayton Visual Arts' goals is to help our member artists promote their works. We strive to find local venues and events where our artists can show and sell their art works. One of the venues that we have partnered with is the Clayton Community and Farm Market.

Previously, our participation in the CCFM has been variable and casual. This year, The Market has instituted new requirements and policies, and at the same time, there has been renewed interest on the part of our members in participating.

Sue Brindle has volunteered to be a liaison between the CCFM Board and the CVA Artists. This letter is intended to describe how our participation will be organized, and some of the Market policies that we need to follow.

- There are two costs for participation: A \$35 annual fee, which CVA will cover, and a \$20 booth fee, which the artists will pay on those Saturdays that they participate. If multiple members participate, they're encouraged to split the costs. The booth fee is collected by the Market Manager on the day of.

- CVA will provide a pop-up shade canopy and the Clayton Visual Arts Banner (to be tied under the canopy back edge so that customers can easily see it). Handouts and brochures that market CVA and upcoming Artists' Receptions can be provided. Artists are asked to promote CVA when they talk to customers and answer questions.

- CVA does not provide any other equipment, including tables, chairs, easels, or other supplies. Tablecloths are encouraged, as they provide a professional appearance, but are not required. If the day is predicted to be breezy, canopy weights are recommended. Bronwen Fullington will provide the canopy and banner. She may or may not be able to provide set-up help. Set up is quite easy with two people, and do-able with one person, though it can take longer.

- The booth space is 10x10 feet, which is also the size of the canopy. Sue will provide the booth space number and location.

- The Market is open each Saturday during the spring, summer, and fall from 9:00 a.m. until 1:00 p.m. It takes approximately one hour, or a little more, to set up the booth, depending on how much work is to be displayed. Participants can park on the main street or in the circular parking lot to unload, but then must move their vehicles to the parking lot by the railroad tracks so that customers can have easy access. Booths must stay active until closing time.

- New this year:** All artists who plan to sell goods or services must have a NC Sales and Use Tax Certificate (available at [NCDOR.gov](http://NCDOR.gov)). They must also collect sales tax (6.75% in Johnston County) and remit that tax to the Dept. of Revenue along with required reporting on a quarterly basis. The instructions for doing so

are included with the Certificate. Please note that these quarterly reports must be submitted to the State regardless of whether sales were made during that quarter. This is an ongoing commitment. Once the artist obtains the Certificate, please send Sue Brindle a scanned copy so that she may forward it to the Market Manager prior to participation. (sbrindle35@gmail.com)

- The CVA booth can accommodate 2 artists at a time. 3 artists are possible if all have a small amount of inventory to sell and minimal display equipment.

- Participation is first come, first serve, and is not guaranteed until the Market Manager confirms spaces for vendors. This confirmation doesn't happen until 5:00 pm the Friday evening before, so please be prepared to be flexible. The Market is extremely popular with vendors, so they sometimes need to make last minute changes.

- Sue Brindle normally participates on the last Saturday of each month during mild weather months, usually in Spring, early Summer, Fall, and early Winter. This is subject to change at any time due to schedule conflicts or adverse weather, including rain, high winds, or temps over 90 degrees. CVA members can also request alternate Saturdays, but Sue will most likely not participate in those markets, and they would then need to be prepared to procure the canopy, set up and take down independently.

- If you wish to participate in any Saturday Market, you must RSVP to Sue Brindle by the Sunday before your desired market, AT THE LATEST. She will then apply to the Market Manager to request a booth spot. She must have a copy of the Tax Certificate by that time to forward to the Manager. Sue will also communicate with the members as to whether they will be sharing the booth, or if they need to be prepared to manage independently.

- It is recommended to bring at least \$40 in small bills for change. Also, since sales tax is computed in cents, a good supply of assorted coins is recommended. Most customers expect to be able to use charge or debit cards. There are a number of easy-to-use card processing services available on the internet that the artist can subscribe to for this purpose.

- Finally, be prepared to pay your share of the \$20 booth fee in cash at the Market.