

**CEDAR KEY ARTS CENTER**  
**MEMBERS' ART SALE**  
**May 2024**

Participation Agreement Form

Name: \_\_\_\_\_ CKAC # \_\_\_\_\_ (office use)

Mailing Address in June: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

.....  
Members,

Please Review and Sign Below (additional details on reverse back). You might want to keep a copy of this document for your reference.

- I understand that items should be marked to sell and that any unsold items will be marked down by 25% on May 14 and 50% May 23.
- I understand that any items not picked up by 5 pm, May 31 will be considered a donation to the CKAC and the board will dispose as they feel best serves the CKAC.
- I understand that all used art supply items placed in the Member Artist Gallery "Last Gasp Sale" are considered 100% donation to benefit the Summer Children's Art Program (no proceeds to member).
- I understand that a check will be sent to me in mid-June for items sold **but that there will not be a detailed inventory of items sold or sale price.**

If you would like to donate ALL proceeds from the sale of your Artwork/Supplies during the May Member Art Sale to the Cedar Key Arts Center, please initial **HERE** \_\_\_\_\_

**Number of Items Dropped Off:** \_\_\_\_\_ (all times, except those to be placed in the "Last Gasp" Art Supply Sale in the Members Gallery, must be labeled with Member's name, description and price. Please do not number your items.)

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

**THANK YOU FOR YOUR SUPPORT OF THE CEDAR KEY ARTS CENTER**

## CEDAR KEY ARTS CENTER

### MEMBERS' ART SALE

May 2024

## Participant Instructions

### Guidelines for Inclusion of ART in Art Sale

- Art and Craft Items ONLY – No commercially made items or other garage sale items
- Prints OK – framed or unframed (if unframed, must be packaged for sale)
- Framed 2D work must be ready to hang
- No damaged items
- **All items to be sold must be marked with Member Name, Description, and Price – ATTACHED TO THE ARTWORK. “Last Gasp” Art Supply Items to be donated do not have to be labeled (see below).**
- Keyhole will total all items sold at the Art Sale and distribute a single check to the CKAC around June 15 along with a list of all sales identifying the CKAC Member ID #.
- CKAC will receive 25% of the final sale price, member to receive 75% unless full donation specified on form.
- CKAC will distribute individual checks to members in the last two weeks of June. Credit Card Sales Charges will be deducted from the CKAC 25% commission. **(a detailed inventory of what was sold vs donated will not be provided but records will be kept for reference if there is an inquiry)**
- CKAC Board reserves the right to reject items to be placed in Art Sale.
- CKAC Members will sign a waiver stating that they understand that Art items are not insured.
- Functional Art Equipment (Easels, Grinders, Tools and UNUSED/UNOPENED art supplies may be placed on sale. Large equipment (Kiln, Saws, etc) may be sold after consultation with Mary or Bev (a flyer will be prepared for approved items and posted with CKAC Member’s contact information – any sales subject to pricing guidelines below. Honor system).
- The Member Artist Gallery will be labeled “Last Gasp Gallery” for partially used or well used art supplies that members would like to donate to the CKAC. Donations suggested (CKAC and CAP have first dibs on these items)

### Pricing Guidelines

- Items should be PRICED TO SELL (bargain)
- 25% of the Sale price will go to the CKAC or Member can elect to donate all proceeds to CKAC.
- In addition, members must agree to having items marked down by 25% on May 14, and 50% of original price on May 23. (this will not be advertised but should be considered when the items is priced)
- Members have the choice to donate all proceeds to the CKAC and must agree that if their items are not picked up by 5 pm Friday, May 31 that it will be assumed that they are donating any remaining items.

### Dates to Remember

- Mon/Tues, April 29/30, 10 am – 5 pm – items dropped off in Gallery on tables set up for this purpose.
- Saturday, May 4 – CKAC Member Art Sale Opens to General Public 10-5 daily through May 30.
- Sun, May 14 – Remaining Item to be sold at 25% off original price (signs posted – Mary update Keyhole list)
- Thurs May 23 – Remaining Items to be sold at 50% off the original price – Mary update Keyhole list
- Thurs, May 30 – All items must be picked up by 5 pm or considered donated to the CKAC
- Fri, May 31– Clean-up and disposition of all remaining items decided (save for SAP or donate)

Questions? Contact CedarKeyArtsCenter@gmail.com