



Spruill Student & Instructor Jewelry Market
Sunday, February 28, 2010
11:00am-4:00pm

You are invited to submit an application to take part in the Spruill Center's second 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 (1/2009-2/2010).

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 and 2 chairs. 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 submit a completed Application Form along with the Application Fee to the Spruill Center for the Arts Registration Office, Room 19, no later than Monday, February 8, 2010.

Sales Process: All sales will be processed the day of the event by the Spruill Center for the Arts. A Central Payment Desk at the event will accept cash, checks, Master Card, Visa, and Discover (American Express NOT accepted). The central payment desk will NOT accept AMEX. 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)

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Student and Instructor Jewelry Market
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Application

Please return completed application along with \$75 application fee to the Spruill Center for the Arts
Registration Office, Room 19, no later than Monday February 8, 2010.

Today's Date _____

Please list all Participants:

1. _____ 2. (if applicable) _____

Participant 1

Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
E-mail _____

Participant 2 (if applicable)

Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
E-mail _____

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	_____	_____

Day of the Event

Set up:

Participants may begin setting up their display space no earlier than 9:00 am on Sunday, February 28. The Spruill Center Parking lot will be available for unloading until 9:30 am, at which time all vehicles must be moved to the library parking lot. All display spaces should be set-up and ready for business by 10:30 am.

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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, zip code, a brief description of items purchased, price, subtotal, 7% sales tax, and total sale amount.
- Participant will keep the customer's copy of the receipt with the item at their display space.
- The customer will take the remaining two copies to the central payment desk 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.
- Any participant with gross sales equal or greater than \$924.00 will be provided with a 1099 tax form at the close of the event.

Break Down:

Participants may begin packing up their items and display no earlier than 4:00pm - 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 load in. Participants must remove all items and trash from their area no later than 5pm.