

# Deck The Walls: Holiday Market | General Information 2023

Carbondale Arts Gallery in The Launchpad, 76 South 4th Street, Carbondale, Colorado



## **ALL PARTICIPATING ARTISTS ARE REQUIRED TO**

- Pay a \$30 fee and have a current Carbondale Arts membership (upon acceptance, not needed upon submitting)
- Sign up to work two 4-hour shifts during the 6 weeks of Deck the Walls\*
- Pay 30% commission in sales (40% if unable to work shifts\*)
- Label all wares individually and create a detailed inventory list (list due upon delivery)
- Deliver wares between November 8-10 or ship to arrive by November 10
- Provide an artist biography & headshot on or before November 10
- Pick up unsold wares by January 2 or 3, 2024

## **IMPORTANT DATES**

**Sunday October 1 (11:59pm):** Deadline to apply for Deck the Walls and email images of your wares

**Thursday, October 5:** Email notification sent to all applicants regarding participation (fees/memberships due at that time; link will be sent to accepted artisans)

**Weds/Thur/Fri, Nov 8/9/10:** Delivery of wares & inventory sheet(s) to The Launchpad by appointment (see below).

**Friday, November 10:** Artist bio & headshot due

**Thursday, November 16:** Members-only Opening Day (times TBD)

**Friday, November 17:** Opening day for the public

**Sunday, December 24:** Last day of Deck the Walls

**Tues/Weds, January 2/3 (2024):** Artists pick up any unsold wares and displays

## **FEES**

A \$30 participation fee is due upon acceptance. Payment instructions will be sent with acceptance notification. All accepted artists are also required to have a current Carbondale Arts membership. Applications will not be considered complete until 4 or more digital images of your wares are emailed to [brian@carbondalearts.com](mailto:brian@carbondalearts.com).

## **DELIVERY**

Please plan to deliver your wares and completed inventory sheets (sent to you upon acceptance) Wednesday, Thursday, Friday, November 8, 9, or 10. We will be open each day from 10am-5pm and will contact you (upon acceptance) to set up a 30 minute appointment for delivery. You will also receive instructions on labeling and preparing inventory sheets with the notification email.

If you are shipping your work, we'd like to receive it no later than Friday, November 10.

Our physical address is 76 South 4th Street, Carbondale, CO 81623.

## **ARTIST BIO**

Upon acceptance, email a brief (100 words or so max) bio/statement and a headshot no later than Friday, November 10 to [brian@carbondalearts.com](mailto:brian@carbondalearts.com).

## **WORK SHIFTS**

Work shifts are mandatory and each participating artist must commit to a minimum of two 4-hour shifts at some point during the 6 weeks of Deck the Walls. During your shifts, expect to assist our staff with restocking low inventory, processing sales, and wrapping purchases for customers.

*If you are unable to volunteer, see Commission Schedule on the next page\*.*

Shifts will be assigned on a 'first-come/first-choice' basis from Thursday, November 16 through Sunday, December 24. Upon acceptance, we will send you a link with the available volunteer shift dates & times.

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## **\*COMMISSION SCHEDULE**

Again, work shifts (see above) are MANDATORY and are the responsibility of the artisans to participate as part of Deck the Walls. If you're unable to volunteer, or have an approved responsible party cover for you, Carbondale Arts will instead retain a 40% (instead of the normal 30%) commission for your sales.

In 2022, sales for the top 3 artisans grossed over \$8,000 each, with the top seller grossing over \$12,500. Commissions retained by Carbondale Arts go directly to maintaining the gallery space and providing arts education in our community.

## **SALES**

Carbondale Arts retains a 30% commission for all wares sold (unless you are unable to volunteer, in which case Carbondale Arts will retain a 40% commission for sales, as mentioned above). Commissions retained by Carbondale Arts go directly to maintaining the gallery space and providing arts education in our community's school programming. Please be sure to refer to the Carbondale Arts Gallery Protocol document on our website (available at [carbondalearts.com/exhibitions#artist-resources](http://carbondalearts.com/exhibitions#artist-resources)) for other general terms and conditions of showing in our gallery.

## **DISPLAY**

1. Artists agree NOT to remove items from their inventory at any time through the 6-week duration of Deck the Walls.
2. Carbondale Arts retains artistic license to create displays for all wares that best serves the gallery and our holiday market's aesthetic as a shop. This means your wares may not all be displayed together.
3. Carbondale Arts will set up displays using our own gallery pedestals and shelving. If you have additional display equipment/props/mannequins/etc for us to consider during setting up your wares, especially jewelry, please let us know.
4. During Deck the Walls, our gallery space emulates a craft market feel rather than a fine art gallery. Though some paintings/prints are welcome, wall space is very limited. If you have questions/concerns, don't hesitate to reach out.
5. Contact us with any other special requirements for displaying your wares and we'll do our best to accommodate them.

## **GALLERY HOURS DURING DECK THE WALLS**

**Monday-Saturday:** 10:00am - 5:00pm

**Sunday:** 11:00am - 4:00pm (beginning Nov 26)

## **HOLIDAY CLOSURES**

**Thanksgiving week:** Closed all day both Weds, November 22 and Thurs, November 23 (open Fri, November 24)

**Christmas week:** Closing early at 2pm Sunday, December 24 (last day of Deck the Walls)

## **PICK UP**

Plan to pick up any unsold wares on Tuesday/Wednesday, January 2/3 (2024) between 10:00am - 4:00pm.

Storing your wares after January 3 may incur late fees, as space is extremely limited at The Launchpad and our gallery will need to be prepared for its next exhibition.