

# Desert Botanical Garden Show 2012 - Hold Harmless Agreement

I hold Scottsdale Artists League and the Desert Botanical Garden harmless from any liability that may arise due to the possible loss or damage to my artwork. By signing this agreement, you are also confirming that you have read and understand the Desert Botanical Garden Show Prospectus and will abide by them during the Paintout Saturdays and the Final Show & Sale days. Failure to attend at least one (1) Paintout Saturday and volunteering at least four (4) hours will forfeit your panel on the sale days, and no participation fee refunds will be given. Sales at the Garden: 20% to Desert Botanical Garden, 10% to Scottsdale Artists League, and 70% to the artist.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by:  Check # \_\_\_\_\_  Cash  Credit Card

T-shirt size: \_\_\_\_\_  Woman's  Men's

Need a name tag holder?  Yes  No

## CONTACT INFO *(will be used in brochures/promotional items)*

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Website (optional): \_\_\_\_\_

Please initial here for consent to use and publicize photos that include you: \_\_\_\_\_

Sign this hold harmless agreement, ***print your contact info clearly*** in block letters, and mail it along with your volunteer form and \$40 participation fee to: Scottsdale Artists League, P.O. Box 1071, Scottsdale, AZ 85252, Attention: DBG Show. Or, give your participation fee and completed forms to the designated DBG person at the General meetings in January and February. All show forms and \$40 participation fee due no later than the SAL February General Meeting to ensure that your information is included in the DBG Paintout publicity brochure.

**Please make checks out to: Scottsdale Artists League, P.O. Box 1071, Scottsdale, AZ 85252**

***(See other side for Volunteer Sign-up Sheet)***

# Desert Botanical Garden Show 2012 - Volunteer Sign-up Sheet

For scheduling purposes, please choose **3** shifts that you can work.  
 The Volunteer Scheduler will contact you with the **one** shift that you will work.  
 You must work at least one **4 hour** shift in order to be able to participate in the show.

Job	Time	Dates			
		Sat 3/3	Sat 3/10	Sat 3/17	Sat 3/24
<b>Man info/outreach table at entrance</b> Duties: Engage public about SAL and the paintout, take care of sales, relay info that concerns our artists to them.	8 am to 12 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12 pm to 4 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sale Days Greeter</b> Duties: Engage public about SAL, assist public with purchasing of art.	9 am to 1pm	<input type="checkbox"/>		<input type="checkbox"/>	
	1 pm to 6 pm (5 pm on Sun)	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Sale Days Cashier</b> Duties: Know about credit cards/money handling, receipts and inventory.	9 am to 1pm	<input type="checkbox"/>		<input type="checkbox"/>	
	1 pm to 6 pm (5 pm on Sun)	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Set up Panels</b>	7 am to 8 am	<input type="checkbox"/>			
	6 pm to 7 pm	<input type="checkbox"/>			
<b>Re hang art</b>	8 am to 9 am	<input type="checkbox"/>			
	5 pm to 6 pm	<input type="checkbox"/>			

**I am also interested in helping with the DBG/SAL in these other areas:**

       **Promotion Committee:**  
 Distribute brochures to local hotels/businesses, help with signs/posters, artist's bios etc., take photos of event and artists, contact online calendars/newspaper/radio, YouTube and Facebook.

       **Scheduling Committee:**  
 Organizing the volunteer's time slots, contacting artists with volunteer times via email, calling artists if needed, help organize artists for special events (quickdraws, demos, Kid's creative, etc.), info/outreach table supplies (bring and take down each weekend).

       **Show Committee:**  
 Panel setup/takedown, organized sale day supplies, oversee table displays, organize Meet and Greet.

***(See other side for Hold Harmless Agreement)***

# Desert Botanical Garden Show - 2012 Prospectus

1. Paintout Saturdays: March 3, 10, 17, 24 (every Saturday in March) from 9:00 AM to 3:00 PM. Artists can enter at 8:30 AM, and must sign in at the SAL information table at the start of each day. We encourage everyone to attend all four Paintout Saturdays, as it is to your best advantage to be there painting and meeting clients.
2. Final Show and Sale: Saturday, March 31 and Sunday, April 1 from 9:00 AM to 5:00 PM. Set-up: 8:00 AM. Artists Meet & Greet: Saturday, March 31 from 4:00 PM to 6:00 PM. Takedown: Sunday, April 1 starting at 5:00 PM. All artists are responsible for picking up their own artwork.
3. The participation fee is \$40, which you will receive:
  - Free admittance to the DBG for the four Paintout Saturdays and both Show & Sale days. (You can paint on the sale days too, if you're not scheduled to work.)
  - A commemorative t-shirt and nametag (both to be worn during the event.)
  - Exposure to thousands of potential buyers. All artist's info will be included in the promotional brochure.
  - A chance to sell, get to know your fellow S.A.L. members, and have fun!
4. Each participant is expected to attend at least one (1) Paintout Saturday and volunteer four (4) hours of time to the event. There are many jobs that need to be done before the actual event, throughout the month of March, and on the sale days. Your volunteer sheet must be submitted with your Hold Harmless Agreement and participation fee. For new members, the "Standing Rule" will be waived for this event.
5. Have a professional-looking painting set-up, like an easel or a small folding chair and table. It is wise to set up within eyesight of another artist so you can watch each other's things for bathroom/lunch breaks. (Always keep your valuables with you!) Sign in at the SAL information table every day you are at the Garden.
6. Paint the scenery there, no painting from photo references, even your own. You can paint anywhere in the Garden except inside the butterfly pavilion, as long as you keep on the trails. Don't block traffic, signage, or special displays. Greet patrons in a friendly helpful way to encourage questions and interaction. Move quickly and courteously if a DBG employee asks you to move.
7. At your painting location you cannot have prints, cards, paintings, or anything else for sale. Only the paintings you are currently working on are allowed at your painting location. If you sell one of the originals you have with you, either accompany the client to the SAL information table to buy it, or if you feel you can't leave, call the sales table for a runner to come. (Although this latter option may take a few minutes.) During Paintout Saturdays, you are allowed to check-in at least one original painting for sale at the information table, more if space is available. If you have cards or prints for sale, check them in at the SAL information table as well.
8. Each artist will be assigned one side of a 34" wide x 50" tall panel for their original paintings for the weekend Show & Sale. Maximum size of art (including frame) is 30" wide and 46" tall. All art must fit on the panel and not overlap other panels or the edge. Framing and wiring standards for all our S.A.L. shows apply. Title cards will be provided and must be attached to the panel and a duplicate to the actual art. Show Committee has final say on all panel displays. Inventory sheet must be complete.
9. First Show & Sale day is March 31, arrive at 8:00 AM for a brief meeting regarding the Show & Sale and to deliver your artwork. All artwork must be hung by 9:00 AM. If you cannot make it by the times specified, prior arrangements must be made with the Show Committee and/or a fellow artist, or your panel may be forfeited.
10. If you have cards, prints, or other small misc. artworks let the Show Committee know in advance so they can divide up the tables equally. Tables will be provided. Separate inventory sheets for table items will need to be completed and turned in to the Show Committee.
11. The DBG staff and volunteers will choose one (1) piece of artwork valued at \$200 or less for their personal collection Saturday, March 31<sup>st</sup> starting at 9:00 AM. Winning artist will receive 100% of asking price of piece and the art will become the property of the Desert Botanical Garden.
12. Sales at the Garden: 20% to DBG, 10% to S.A.L., and 70% to the artist. Total sales in 2010 were \$8,000!

Questions? Contact 2<sup>nd</sup> VP of Shows Annie Gillette 480-314-1312 or [anniegillette@apgdesignstudios.com](mailto:anniegillette@apgdesignstudios.com).

*Thank you for being a part of our 17th year at the Desert Botanical Garden!*



