

Hey Everyone,

It's that time for our popular Spring Into Art Market!

Set up will be in the Bridge St. Gallery and Red Station (limited space available)

Dates you need to know:

- Scheduled set up for items -[Thursday & Friday April 18th and 19th](#)
- Market will be on from [Saturday April 20th - Saturday April 27th](#)
- Opening Festivities with music/kids activities will be on [Saturday April 20th 10-4pm](#)
- Pick up of items will be [Monday April 29th](#)
- If you require more time to pick up your items, please let us know and we can safely store them

Things to know for the Spring into Art Market:

1. This is our second Spring into Art Market, and we are so excited to see what it brings!
2. Artists/Artisans are not required to be on site for the duration of the Spring into Art Market, similar to the Holiday Arts Market, that being said, if you would like to hang out with us during the day (allowing people you know to stop by and chat) you are more than welcome to do so. If you want to assist with the Market this can go towards your commission hours for the Baggage Room as well.
3. We will be setting up a schedule for artists/artisans to start setting up their work for the Thursday/Friday to come in, arrange their work in an appealing manner, and ensure that the staff has any information needed. Please confirm with me ASAP on when you are available to come in.
4. When arriving at the Gallery, please let staff know who you are and that you are there to set up. This helps us ensure that we keep track of numbers and allows us to mark off which artists/artisans have dropped their items off and set up.
5. All items must be documented, this ensures that all parties are on the same page. Please have a completed document titled 'SPRING INTO ART' and either send it via email or we can photocopy it for our records.
6. Please make sure that ANY items brought in are properly labeled with your price and your First/middle/last initial and item number. This helps ensure that all sales processed go to the correct artist/artisan. If possibly, PLEASE send your list prior to the event so we have it on file.
7. If you requested a table they will be already set up, if you need extra assistance, please let us know. We will also have names of artists/artisans labeled in the spaces and a map available upon arrival to assist you with finding your space.
8. All sales will go through the Front, and our Staff will be the one taking care of sales. There will be no need to worry about cash.
9. Sales for the Spring into Art Market will be 20% commission.
10. We will be opening the Red Station Space as well for this event allowing us to fit more vendors into the spaces. We will be arranging that any artists/artisans that wish to participate, must either have enough items to fill a 6 ft. table on their own OR not exceed 8ft of space. If artists/artisans wish to share a table, not a problem, just let us know prior to so we can arrange accordingly.
11. All artists that are participating please send an email verbuyst@stationarts.ca tagline for email "SPRING INTO ART" with whether you require wall space or just table space, links for your social media, images to help promote our event, and a brief description of what you are selling. This will help us better plan out the Red Station and Bridge St. Gallery spaces, and maximize promotion. Please note that we cannot guarantee that you will receive wall space, as we are working with limited space, but we will do our best to accommodate.
12. If you have a website, online site, contact that you wish to share with us, this will help with promotion of your work. Or please make note if custom orders are available.
13. I will send an informal invitation to promote the event, please help with promotion by sharing through your email contacts and facebook contacts.
14. If you have festive items to decorate your table and space with, please feel free to do so!

We are looking forward to having this wonderful event again this year, promoting all the artists/artisans in the community. Please let us know if you have any questions!