

Reserved Art Work

Convenor: Wendy Reid

Helpers needed:

Wednesday from 5:30 – 8pm: 4 people

Thursday from 8:30 – 10am: 4 people

Thursday from 6 – 9pm: 4 people

Friday: 2 people

Saturday: 1 person

Matted work: stored in the sitting room in the middle of the hallway on the right (same side as the kitchen).

Framed work: The largest paintings will go to the room at the end of the hall on the right. Lean the paintings against the walls and put cardboard between them for protection.

Other framed work will go in the playroom (next to the kitchen).

Make space available to store larger paintings against the walls and counter.

Do not make more than 3 layers of paintings as they may slip, especially on the countertop which is very smooth.

Always put cardboard between layers to protect the paintings.

Sort paintings by size so it will be easier to find the right size painting when a floor rep comes to get a replacement.

Carry glassed paintings by the sides using 2 hands. If held by the top the glass can pop out of the frame.

If we have a tea room some larger framed work can be hung there on the existing wall hooks

When all reserved paintings have been placed in the showroom the tea room paintings can be moved to the showroom. Any paintings marked NFS (not for sale) can stay in the tea room.

The rooms with reserved paintings should be supervised, especially the rooms near the end of the hall as they are near the exit. Visitors should not be allowed to “take a peek”.

When deciding which painting will be placed in the showroom, first choose one that fits the available space size. Also try to keep every artist represented in a fair way; a good rule is to first look for the work of the artist who sold a painting. Allow the floor rep to assist in choosing an appropriate painting based on size/shape or colours. **THE MAIN GOAL IS TO HAVE ALL RESERVED WORKS OUT IN THE SHOWROOM AS SOON AS POSSIBLE.**