



ROCKLIN FINE ARTS

MEMBER SHOW MARKETPLACE GUIDELINES

RECEIVING: MARKETPLACE SET-UP & INVENTORY LIST

FRIDAY ♦ OCTOBER 18, 2024 ♦ 11:30 am – 1:30 pm

SPRINGVIEW HALL ♦ JOHNSON SPRINGVIEW PARK ♦ 5480 5TH STREET ♦ ROCKLIN, CA 9567

MARKETPLACE REQUIREMENTS

1. You are a RFA member.
2. You have a Seller's Permit and agree to pay sales tax on the items you sell.
3. You volunteer to work at least one shift at the Membership Show as Marketplace Host or Cashier or in another capacity if those positions are filled.
4. You sign the waiver to hold RFA harmless for damages or loss.

DEADLINE for sign-up is Sunday, October 13, 2024, midnight or until all spaces are filled.

- **SIGN UP** for the Marketplace on **SignUpGenius** by checking the **Marketplace box**. Be sure to complete the sign up process. You will get an email verification from SignUpGenius that you have signed up for Marketplace.
- **You will receive email confirmation from RFA of a reserved Marketplace space by October 15, 2024.**
- **SIGN UP** for volunteer positions through SignUpGenius online **before** the Marketplace sign-up deadline.
- **Limited to first 20 qualified people.**

SET UP and RECEIVING is Friday, October 18 from 11:30 am – 1:30 pm. Check in with Marketplace Receiving to leave your Inventory List and get an assigned space. Each artist will have a three-foot section on a Marketplace table. If there are fewer than 20 marketplace artists, additional space will be allotted. Tables have black tablecloths. You are responsible for creating your display. Adding height to the space works well. You may lean display stands against the wall behind the table but may not attach anything to the wall itself. We suggest you display an artist bio and leave business cards so interested patrons may contact you.

TAKE DOWN and SIGN OUT is Sunday, October 20 from 5:00 pm – 5:45 pm. You will need to:

1. Reconcile your inventory list against items sold at the show. Resolve any discrepancies with Marketplace Sign-Out before you leave.
2. Remove your items and display. RFA will not be responsible for anything left at the end of clean-up on Sunday.
3. Check out with the Marketplace Sign-out before you leave.
4. **No early sign outs.** Your marketplace items must remain on display Saturday and Sunday until 5:00 pm.

PLEASE FILL OUT THE ATTACHED INVENTORY SHEET AND BRING IT TO MARKETPLACE RECEIVING. If you need more space, make additional copies. **Be sure to keep a copy for your records.** If you need a more detailed inventory, keep one for yourself that you can use to reconcile sales at the end of the show.

IDENTIFICATION ON EACH ITEM Each item must have your Marketplace spot #, item number, and price on removable label (Marketplace spot #, item number, price)

Example: Marketplace spot #1 has three items to sell, and each item is numbered as follows: First item: **#1-1 \$2** (Marketplace spot #, item number, price)

Second item: **#1-2 \$2**

Third item: **#1-3 \$10**

When an item is sold, the removable label will be put onto your inventory sheet.

SALES Rocklin Fine Arts will keep a 10% commission on all sales based on price listed. Artists are responsible to pay sales tax. A 5% fee charged for all credit card sales. RFA will mail checks to participating Marketplace artists within two to three weeks following the show.



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MEMBER SHOW MARKETPLACE AGREEMENT

Bring this page and your inventory list (next page) with you to Marketplace Receiving on Friday 10/18 from 11:30 am – 1:30 pm.

ARTIST NAME (please print) _____

EMAIL _____

PHONE _____

ROCKLIN FINE ARTS RELEASE DISCLAIMER

By submitting your artwork to Rocklin Fine Arts for the 2024 Marketplace during Rocklin Fine Arts Member Show, Art Sale, and Marketplace, you hereby waive, release, and discharge any and all claims for damages against Rocklin Fine Arts (RFA) for any personal injury and any damage to your works of art. This release is intended to discharge Rocklin Fine Arts, its officers and volunteers and any other involved public agencies

from and against any and all liability arising out of or connecting in any way with the participation in related RFA activities. In addition, you agree to indemnify and hold harmless RFA and its officers, employees, and volunteers from and against all claims, damages, losses, and expenses including attorney fees arising out of your participation in RFA activities.

SELLER’S PERMIT AND PAYMENT OF SALES TAX

You hold a valid Seller’s permit with the State of California. You understand that the prices listed on your items include sales tax and that RFA will not be collecting additional sales tax. You will be responsible for paying any sales tax from your sales to the State of California.

I have read and understand the terms and conditions of the Artist Marketplace Sales.

SIGNATURE _____ **DATE** _____

For RFA use only:

Space # Assigned	Check-in	Check-out
	<input type="checkbox"/> Inventory List <input type="checkbox"/> Items Labeled with name/price <input type="checkbox"/> Signed agreement	<input type="checkbox"/> Reconciled inventory list <input type="checkbox"/> Items removed from assigned space.

Space # Assigned

Artist: _____

Last Name, First Name (print)

MARKETPLACE INVENTORY LIST

No.	ITEM	Price	Credit Card	SOLD
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				

Space # Assigned

Artist: _____

Last Name, First Name (print)

MARKETPLACE INVENTORY LIST

No.	ITEM	Price	Credit Card	SOLD
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
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52				
53				
54				
55				
56				
57				
58				

Space # Assigned

Artist: _____

Last Name, First Name (print)

MARKETPLACE INVENTORY LIST

No.	ITEM	Price	Credit Card	SOLD
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
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81				
82				
83				
84				
85				
86				
87				
88				

Space # Assigned

Artist: _____

Last Name, First Name (print)

MARKETPLACE INVENTORY LIST

No.	ITEM	Price	Credit Card	SOLD
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				
101				
102				
103				
104				
105				