

TO: SOCAF Artist

FROM: Christie Jahn Hovey, Children's Tent Chair

DATE: January 15, 2008

SUBJECT: Welcome!

Welcome to the Springfield Old Capitol Art Fair! As Chair of this year's Children's Tent, I'd like to invite you to participate in our unique experience for children from birth through age 15. The purpose of the Children's Tent is to expose children to art, beginning at a young age. I've heard from some of our board members who went through the tent as children they have quite an impressive art collection by the time they leave for college!

Children go through the tent, without the supervision of their parent(s) or guardian(s), to purchase your artwork at a very nominal price. The younger children are accompanied by an SOCAF volunteer, while some of the older children choose to go through on their own.

The Children's Tent is an open-air tent staffed completely with volunteers. The Children's Tent showcases artwork provided by you, the exhibitors. Here's how it works from your perspective:

- 1) You will find an inventory sheet for the Children's Tent which you complete beforehand and return the Saturday morning of the fair. This sheet is used to:
  - a. verify the number of pieces submitted at the beginning of the fair.
  - b. determine the number of pieces sold at the end of the fair.
  - c. issue you a check within the month following the fair.
- 2) You may provide up to 100 items for sale in the Children's Tent.
- 3) Pricing is set at \$4, \$5, and \$6. You simply determine how you want your artwork to be priced.  
\*If you would rather donate artwork and not have to worry about pricing, you simply indicate that on your inventory sheet.
- 4) You affix the top portion of the yellow tag included in the packet to your artwork—either with tape or string. You keep the bottom portion of the yellow tag for your records. You'll notice the yellow tag has your booth number. This is how we determine the number of pieces sold in the tent.
- 5) You drop off your Children's Tent items at one of the 4 corners of the Capitol Plaza early on the Saturday morning of the fair. Your artwork is then separated out for distribution in the tent throughout the fair. Once the fair begins, children may purchase your artwork.
- 6) During the fair, you are invited to visit the Children's Tent to see the process firsthand!
- 7) At the end of the fair, you will want to be sure any unsold artwork has been returned to you prior to your departure. If you have a summer address where you desire your check to be mailed, be sure you indicate that on the inventory sheet. Checks are typically mailed within one month of the fair.

You are also invited to submit a judging piece for the Children's Tent. You must have at least 6 pieces of artwork submitted to the Children's Tent...not including the judging piece to be considered. Prize money is awarded at the Artists' Party on the Saturday night of the fair to the winning exhibitors.

If you have any questions, please call me at 217.546.8450. I look forward to meeting you the weekend of the fair.