

## **Fifth Floor, JKH Show Preparation**

Bring all work, between 9:00 and 9:45, properly framed, ready to hang (see VAAS website for more info) and labeled on the back (include artist's name, name of work, medium, and contact information).

Please arrive on time.

First, present your work to the attendant at the check-in table. It will be checked to see if it is properly framed, wired, glazed (where applicable), labeled and dry.

Next, take your registration form (see website for printable form) to the registration table. Please make every effort to have your registration form filled out prior to arrival.

Once you are registered and already have tags you made at home, you may present your work to the coordinator on the 5<sup>th</sup> floor. The coordinator will show you where to hang your work.

**If you do not have tags**, you must have them printed up at the tag-making table before proceeding to the 5<sup>th</sup> floor.

If the show is juried and you receive an award, or if your work is not accepted, you will be notified by meeting's end.

Usually, on the first Friday following the show hanging, there will be a public, artist reception and awards ceremony on the 5<sup>th</sup> floor from 6:30-7:30 p.m. Entrants are strongly encouraged to attend the receptions and invite others as well.

The show will usually run until the next monthly meeting, at which time you will need to collect your work or arrange for someone else to pick it up.

10% of sales will go to VAAS.