



All About Central Checkout

How does central checkout work?

We handle the money for you! Artists are assigned an artist code that must be on all inventory, along with the price. Customers are given a numbered wristband at the entrance. The customer's wristband number, name, phone number and the artist's code are written on a Hold tag. The tag should be attached with tape or a rubber band. Hold tags and a roll of tape will be provided to each artist. **Please bring rubber bands if you plan to use them instead of tape.** Items are then given to a show runner. The show runner will take the item to our Hold Area. Customers are able to buy all their items with one transaction (cash, check or charge).

Mark Your Items: Don't forget your Artist Code!

Artists attach a small sticker (or stringed tag) on each item, which includes their Art in the Burbs assigned artist code and price. This code is how we track artist sales. **We ask that you please round up your prices to the nearest dollar to expedite the checkout process when a customer pays in cash.**

Attach a Burbs Hold Tag with tape or rubber bands

Once a customer has selected a piece they would like to buy, the customer writes the wristband number they received at the entrance, along with their name and phone number on a Hold tag. **Please be sure the customer has written their wristband number CLEARLY and that you have included your artist code on the Hold tag.**

The hold tag is paired with the item(s) to be purchased. If a customer decides to buy multiple items from you, please bundle these items together and attach 1 Hold tag.

Packaging Your Items

It is up to each artist as to what type of packaging they want to use. We have packing materials at Central Checkout, but recognize that sometimes your packaging is part of the presentation. If you choose to package your goods prior to sending them to Holds with a show runner, please make sure your artist code and price are clearly visible on the OUTSIDE of the packaging.

IMPORTANT: ALL small items (e.g. jewelry) or bundled items (e.g., greeting card packs) must come to checkout packaged together with the TOTAL price on the exterior packaging. Greeting cards should be rubber banded, sleeved or bagged. Jewelry should be packaged in a small pouch, bag or box. Don't forget to include your artist code along with the total price on any outside packaging.

Art in the Burbs has two goals in mind for bundled packaging:

1. Ensure small items don't get lost/separated
2. Final pricing is clear to cashiers

How will my items get to Central Checkout?

Each artist is given a green flag before the show opens. The artist can use this flag to get the attention of a show runner. Runners are stationed in each aisle, wear green aprons and carry a green or white basket.

Runners collect and take artwork back to our Holds Area, located in the gym next to Central Checkout. **The Holds Area is organized by the customer's WRISTBAND NUMBER.** It is imperative that this number be written CLEARLY and CORRECTLY.

NOTE: We make it a point to have plenty of runners on the floor. If you find that you're not able to easily flag a runner, please let ANYONE wearing an apron know ASAP!

When a customer has finished shopping at the show, they will stop at the Holds Area to pick up all of their items before proceeding to Central Checkout.

It is strongly advised that you keep track of all inventory leaving your booth. In the past, cashiers have included a short description of items being purchased. However, especially during the busiest times, we have found this to be cumbersome and inconsistent. In the rare case that there is a discrepancy in your total sales, having a tally of what has left your booth will ensure you are paid for what you have sold.

Art in the Burbs uses Square for all sales transactions. Our accountant is on-site throughout the weekend and monitors our sales data. A Saturday sales total is provided to each artist on Sunday morning. Please note that your Saturday sales most likely will not include items that are being held for Burbs board members, volunteers, and fellow artists, as they typically check out at the end of the day on Sunday.

What happens if items are left in Holds?

Any unclaimed items remaining in Holds by the end of the day on Saturday will be returned to the artist. It is our hope that you will be able to add these items back into your booth to sell on Sunday.

Exceptions to this are items that are being held for Burbs board members, volunteers, and artists, who typically check out at the end of the show. These items will be kept in Holds until the close of the show on Sunday.

Any items left in Holds at the end of the show on Sunday will also be returned to the artist. We will make every effort to execute this quickly. It is advised that you check in at the Holds area before you leave to make sure nothing of yours has been left unclaimed.

Have more questions?

We're here to help! Email your Category Lead or operations@artintheburbs.org