

2024 Artist Check-in & Show Information

SHOW LOCATION: [Tigard High School, 9000 SW Durham Rd, Tigard, OR 97224](#)

We're excited to be hosting you and your creativity in what promises to be a successful 2024 Art in the Burbs show! Below is important information about our event.

→ Please take time to review **THE ENTIRETY OF THIS DOCUMENT** at least **1 week** prior to artist check-in/set-up.

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1. WEEKEND SCHEDULE

Day	Time	What	Details
Fri, 11/8	10:00am- 3:00pm	Artist Check-in* and Set-up	Check in times are assigned, staggered, and communicated to you by your Category Lead mid October.
	5:30pm	Set-up complete	Artists and volunteers exit the building, show space is locked and secured.
Sat, 11/9	8:00am	Artists may enter the building	Artists may enter through the front of the school.
	8:30am- 9:30am	Artist booth set-up complete, supplies distributed	Category Leads will distribute supplies, answer questions, and ensure items in each booth are in compliance with what was juried..
	10:00am	Doors open	Show time! Day 1 of 2
	5:00pm	Doors close	Artists and volunteers exit the building.
Sun, 11/10	8:00am	Artists may enter the building	Artists may enter through the front of the school.
	10:00am	Doors open	Show time! Day 2 of 2
	5:00pm	Show closes, tear down begins	Artists break down their booths and pack up. Volunteers will be available for those needing assistance loading out.

**Please scroll down for your ASSIGNED check-in time and more detailed information*

2. MARKING YOUR ITEMS: ARTIST CODE & PRICING

You've been assigned an artist code. This is REQUIRED information to ensure that you are credited for your sales at our central checkout. You can find your artist code in the email you received from your category lead titled "IMPORTANT PLEASE READ".

- Your **ARTIST CODE AND PRICE** must be clearly marked on everything you send to checkout.
- If you place multiple items in a bag or box to go to checkout, both your artist code and the **TOTAL PRICE** for all items in the bag must be clearly marked on the outside.
- We kindly ask that you **ROUND UP** your prices to the nearest dollar.

PLEASE NOTE: Your artist code tracks your sales. It must be written as it appears in the email from your category lead (e.g. Y-XXX), **hyphen included**.

3. ARTIST CHECK-IN/SET-UP

You have been assigned a check-in time for Friday, Nov 8th. Please refer to the "IMPORTANT PLEASE READ" email for your time.

If you have a conflict with this time, please notify us as soon as possible. If you are running late for ANY reason, please contact your category lead so we know when to expect you. **We do have artists on our waitlist who will be notified if there are 'no-shows'.**

4. WHAT TO BRING TO CHECK-IN

- **SIGNED INDEMNITY FORM (attached pdf):** This form is also on file under our Artist Information login page. **Please print, sign and bring the Indemnity Form with you to check-in.** If you do not have a printer or forget your form, we will have extra copies available.
- **DONATED ITEM:** As you prepare your inventory for the show, we hope you will consider donating an item to our raffle. **100% of raffle ticket sales go to our grant program.** We'll be collecting donations at artist check-in. A tax-deductible receipt will be available.

5. ARTIST INFORMATION LOGIN

Use the [Artist Information login page](#) on our website as a resource for all information you've received to date. It is located under the "Artists" tab. The password is **AITB2024**. The page will be updated and available mid-late October.

6. PROMOTING THE BURBS

You should have received an email from Artist Operations in regards to promoting Art in the Burbs, which included the front of this year's postcard, poster, and "Find me at Art in the Burbs" images to use on social media. You can also find these under our Artist Information login page.

We encourage you to use these images for promotion on your website and/or social media pages. We are featuring each of our artists on our [Facebook](#) and [Instagram](#) pages leading up to the show. Be sure to like and share our posts to help spread the word!

Our website's Juried Artists page has been updated: <http://artintheburbs.org/juried-artists/>. It features our 2024 artists, as well as a link to each artist's website, instagram or facebook page.

7. CENTRAL CHECKOUT

Art in the Burbs utilizes a central checkout system for all purchases. Here's how it works:

1. When a customer decides to purchase an item, the artist will instruct the customer to write their first and last name, phone number and **wristband number*** on a hold tag. **Art in the Burbs will provide hold tags and a roll of masking tape for artists to affix the tags to any items going to Holds.** If you prefer, you may bring rubber bands to attach the tags to your items, especially in cases where tape may not adhere, such as on textiles.
2. The item(s) will then be picked up by one of our show volunteer Runners and taken to the Holds Area, where goods are organized numerically by the customer's wristband number.
3. When a customer is ready to check out, they pick up their selections from the Holds area and proceed to Central Checkout, where they are able to buy all of their items in one transaction (cash, check or charge).

****NEW THIS YEAR: each customer will receive a numbered wristband at the entrance. Items will be organized numerically in Holds, rather than alphabetically by the customer's last name as we have done in the past. It is our hope that this will be easier for our volunteers to organize and identify items in the Holds area.***

PLEASE NOTE: 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.

In the past, cashiers would include a brief description in the system of items being purchased at checkout. In the interest of time and consistency, we have decided to discontinue this practice. **PLEASE KEEP TRACK OF YOUR INVENTORY. MAKE A NOTE OF EVERYTHING THAT LEAVES YOUR BOOTH IN THE EVENT THERE IS A DISCREPANCY IN YOUR FINAL SALES.** Discrepancies are rare but, because we are only human, they do happen.

There is an expanded explanation of the Central Checkout process called "All About Central Checkout" under the Artist Information login page. Again, the password is **AITB2024**.

8. CUSTOM ORDERS

Artists are more than welcome to take custom orders if they choose. Art in the Burbs will provide each artist with Custom Order Payment forms, specifically designed for this purpose. Customers must pre-pay for their custom order at the show via central checkout. This is in the best interest of artists, customers and Art in the Burbs. Artists will be required to use our Custom Order Payment form for all custom orders.

The Custom Order form will be used for payment at checkout. **Please send the ENTIRE form to checkout. DO NOT SEPARATE the copies.** The artist's copy of the Custom Order Payment form will be returned to the artist by the close of the show, confirming payment. It will be the responsibility of the artist to coordinate the custom order delivery with the customer after the show.

9. BOOTH CRITERIA

Artists are responsible for providing all set-up materials (panels, racks, tables, display units, fixtures). Tables must be skirted to the floor. We provide one chair per artist in each booth.

Canopy frames are permitted but must fit within the perimeter of the booth space. Canopy roofs are prohibited.

There is no storage space available adjacent to or behind the booths. Oversized artwork and artwork of any kind may not be displayed beyond the dimensions of the booth. We encourage you to bring promotional material about your artwork or yourself to enhance your display.

At least one side of each booth will neighbor another artist. Your booth will either be back to back with another artist -or- be located along one of the gym walls. We encourage some type of divider or backdrop to define your space and make it more aesthetically pleasing to your customers.

Our floorplan is not final until the day of the show. We are not able to confirm your booth number or location until check-in. If you have specific questions or concerns about your assigned space, please contact your Category Lead or operations@artintheburbs.org.

10. PARKING AND UNLOADING

For artist check-in, you may pull up to the curb behind the gym to unload (**see map on our Artist Info login page or refer to your email for a copy of the map**).

Once unloaded, you will need to move your vehicle swiftly to allow other artists who will be arriving behind you to do the same. During check-in, you will be given a card with your booth number to place on your dashboard. Should we need you to move your vehicle for any reason during the weekend, we know who to contact.

Volunteers will be available to help you unload. However, we have a very limited number of hand trucks for everyone to use. If you have one, **we would very much appreciate it if you could bring your own hand truck, cart, or dolly to transport your artwork from the curb into the show space.**

Like most schools, Tigard High School is a multi-use facility, even on weekends. During the show on Saturday and Sunday, artists may park in the Swim Center parking lot located next to the school. Please remember to display the parking pass given to you during check-in in case we need you to move your vehicle.

11. SHOW FOOD & BEVERAGES

We will have at least one food cart on both Saturday and Sunday for our artists, volunteers, and customers to purchase meals. Coffee will also be available for purchase. For the latest details about our food vendors, please visit the [Food & Activities](#) page on our website.

12. ARTIST LOUNGE

Art in the Burbs will have a designated Artist Lounge where artists can take a break during the show. Water bottles and a few light snacks will be provided. Please keep in mind, we are a non-profit organization run solely by volunteers. Our resources are very limited. We rely on

donations from community businesses and individuals to supply food and beverages in our Artist Lounge. We kindly ask that you plan ahead, especially if you have dietary restrictions or allergies.

13. THANK YOU & FINAL THOUGHTS

THANK YOU for being a part of Art in the Burbs. We are dedicated to supporting students and local artists – like you!

20% of artist sales that is collected directly impacts kids throughout the Tigard-Tualatin School District. Grants are awarded to all 17 schools to help fund performing, music and fine arts, which otherwise would not be possible.

Be sure to check out our website's [ABOUT page](#) to see how our grants have been used.

We realize this is a lot of information to digest. If you have any questions, please don't hesitate to contact your category lead or operations@artintheburbs.org.

We look forward to seeing you soon!