

## **Paint the Town Information – all artists please read this!**

**Help promote Paint the Town (and you!)** by liking our [Facebook](#) pages and sharing with your friends! **Use hashtags** #paintthetownannapolis and #annapolisroyal #artsplaceandarcac #freshlymadeart when posting photos to Facebook, Instagram etc.

If you have further questions after reading this document, please email [arcacartsplace@gmail.com](mailto:arcacartsplace@gmail.com)

*Annapolis Region Community Arts Council (ARCAC) is located at ARTsPLACE Gallery, 396 St. George Street (7 on the linked map\*). The Paint the Town Gallery (and registration area) will be located at The Academy Gym, 590 St. George Street, Annapolis Royal.*

### **When You Arrive**

Please let us know you are here by coming to the **Academy Gym, 590 St. George Street** between **6pm and 8pm on Friday August 17, or between 8am and 10am Saturday August 18**. Come to the registration table, pick up your name-tag and deliver your studio piece if you have one. At this time, let us know where you will be located Saturday morning, and at 12 noon if you have pre-ordered lunch.

### **Promotional Opportunities**

We offer artists a place for their promotional materials. **Artists are encouraged to bring promotional material including; business cards, pamphlets, and if you haven't already done so, please forward a copy of your artist's statement either on an 8.5 by 11 sheet of paper or email** (we will compile a PAINT the TOWN artists' binder). We are also adding your information to our [ARTsPLACE](#) website and [PaintTheTownAnnapolis](#) Facebook page. If you have a webpage, let us know or if you haven't – use it as an incentive to set something up, you can use free sites such as wordpress or weebly! Please ensure any PR material is collected before you leave on Sunday, we will not keep this.

### **Meet & Greet**

We are hoping to organize a casual **Meet & Greet** on the Friday evening. You will receive notification of this, if all goes to plan!

### **Breakfast**

There will be a complimentary breakfast put on for registered artists (only) run by our volunteers, each morning from 8am to 10am located at the United Church Hall, opposite ARTsPLACE Gallery on St. George Street.

At Breakfast, make a note where you plan to be located, please do this for both days, or stop in to ARTsPLACE Gallery (opposite the church, will open at 9 am).

### **Saturday “Starving Artists Supper”**

This is a complimentary supper for artists. There will be a couple of sittings available (5:15pm and 6:15pm). You should have already pre-registered for the supper and indicated if you are paying for one extra guest. The supper is arranged around the pre-registered numbers.

**Saturday & Sunday:** You may set up anywhere you like in Town (artists have free entry to the Historic Gardens). Just make sure that you keep us (ARTsPLACE Gallery 902-532-7069) informed of your location if you move.

Artists may begin painting as early as they wish, the Auction Venue (Academy) will open at 8 am on Saturday and 10 am on Sunday.

**As a registered artist at Paint the Town, we ask that you observe the following:**

- **Create work for auction over the weekend when you arrive for the weekend** – please do not bring finished work with you to include in the auction.
- **Studio art:** each artist may bring **1 studio/finished** piece for sale, as indicated on the registration form. This work will be for sale at an 80/20 split and if sold, cannot be replaced.
- **Auction gallery at the Academy:** each artist will be allocated a 4' x 4' board in the gallery. Some artists, known to produce a lot of work over the weekend are provided with a larger space – this is at the discretion of the Gallery Manager (Bebe MacLean).
- **Display board:** your space at the Academy is only for you – no other art by non-registered artists is to be displayed, work will be removed that is not by the registered artist.
- **Preparation:** of canvas, surface etc. is OK pre-auction.
- **Hanging/framing:** please ensure your surface is **ready to hang** – paper work does not need to be matted or framed, we will use clips in the gallery. Use saw tooth hangers or wire for SMALL board/canvas etc. there will be hanging material available should you run out. For canvases, larger than 8" please use wire not just a saw tooth hanger!
- **You must wear your Paint the Town name tag** during the event – this helps identify that you are a participating artist, and also where the public can locate your work at the gallery – it also helps our volunteers too!
- **Creating the artwork:** please **create work at a site around Town** - this is a public event, a lot of the excitement about the art is generated by the artists at work. It is not encouraged, but you may paint at outlying areas (upper St George street, Causeway, Granville Ferry, French Basin Trail walk) and you will be responsible for bringing your art work to the Academy throughout the day and the last pieces by 4:30pm each day as a runner cannot be guaranteed outside of Town.
- **Setting prices** – remember these are quick studies, not your studio work. **Please avoid setting your starting bid and buy-it-now \$ too close; e.g. opening bid of \$30, buy it now \$40 – Allow room to bid!** We require each artist to set a Buy-it-Now price on each bid sheet.

**Starting prices & Bid sheets** – you will be given bid sheets to fill out the title, starting bid and a “buy-it-now” price (valid until 5pm) per auction piece. **YOU MUST USE A BALL POINT PEN** otherwise the information will not go through the copies! Try not to set your starting price too low, or too high. Look

at what you have set as the “buy-it-now” and work from there (e.g. buy it now price \$190; starting price \$65). **Please do not start bids at, for example, \$26.50 – all bids are to be in multiples of \$5.**

- **Auction work:** will be sold at 50/50 split between artist and organisation.
- **Runners:** Runners are volunteers that will collect your art from you and deliver to the Paint the Town gallery at the Academy) will be located in:
  - The Historic Gardens – **free entry for participating artists**
  - Fort Anne and the Boardwalk
  - The Wharf and the Market
  - St. George Street/Lower St. George Street
  - Outlying areas such as upper St George Street, the Causeway/Tidal Power Plant, and French Basin Trail will be periodically checked.

**All work must be at the Academy by 4:30pm** each day to allow for final bids.

***Cell phones – if you have a cell phone, bring it, especially if have pre-ordered lunch! Let us know your phone number when you arrive, if not before.***

- **Amount of art** – we ask that you try to produce at least 2 pieces per day if you can – there is no maximum. If you are new, don’t worry if you don’t produce a lot, it can take time to get used to what works for you.
- **What to paint?** : We don’t dictate the subject of your art, and it doesn’t have to reflect the town scenery – abstract, collage, print, photography, sculpture, metalwork etc. Some artists use oil paint – this is OK, but not recommended due to drying time and difficulty for the Runners as well as Gallery Volunteers to handle.
- **Selling work** – **PLEASE do not sell your work outside of the Academy gallery** – if a member of the public wants to buy the work as you are finishing a piece, advise them to go to your gallery board at the Academy and either buy it at the gallery price (until 5pm) or place a bid – ***Please remember that this event is a lot of work and coordination and mainly volunteer, if you sell your work outside of the Academy, that was intended for auction, it may affect your chances of returning to Paint the Town.*** This also includes selling your work and giving it to the buyer to take to the Academy to pay – only Paint the Town runners, or your designated helper can bring the work to the gallery – it must be hung on the wall before it can be sold.
- **Unsold art** – any unsold art on Saturday, will remain for the Sunday auction.
- **On Sunday**, please collect your unsold pieces between 6:05pm and 6:15pm after the auction ends at 6pm. Any work that remains on the wall, unsold, it will be assumed that you are donating it to the Arts Council for future auctions – so please ensure that if you want to collect unsold pieces, you make

arrangements to do so **within one week** of the auction end. **PLEASE also collect any leftover personal promotional material; Rack Cards, Brochures, Business Cards etc. they will be recycled if left!!**

- **Sunday – art with bids** – if there is work with a bid, regardless of the amount, it has sold – **please do not remove work with bids on**, even if it did not achieve the \$ you wanted.

### **If it Rains!**

We hold Paint the Town, rain or shine. Here is a list of sheltered areas:

- Historic Gardens – barn, covered area, gazebo and tree cover and Acadian House
- ARTsPLACE upstairs
- Round Hill Studio (280 St George St) – with spectacular view!
- Fort Anne – inside and bridges/arch
- Museums (Sinclair, O’Dell)
- King’s Theatre
- Kids Park lower St. George street gazebo
- Tidal Power plant upstairs
- Various porches

**Finally, the weekend is supposed to be a good time. Remember to relax and have fun with your art and your colleagues!**

**We have set up a Facebook group, that will be private for registered artists, to meet and share idea and tips. We hope to upload the Tips & Tricks Paint the Town Survival guide, by Pat Lohrenz and Connie Lowe.**

**\*Map of the Area Businesses Explore Annapolis Royal**

[http://www.exploreannapolisroyal.com/explorerguide\\_links/map\\_attractions.pdf](http://www.exploreannapolisroyal.com/explorerguide_links/map_attractions.pdf)

**Washrooms** are located at the King’s Theatre, ARTsPLACE Gallery, the Academy Gym, and Fort Anne Historic Site.

### **Who’s Who?**

#### **Staff**

Sophie Paskins, ARCAC Gallery Director and Paint the Town Coordinator 902-532-7069  
TBD ARCAC Summer Student and Paint the Town Lead Runner

#### **Site Managers / Volunteers**

Bebe MacLean, ARCAC Volunteer and Paint the Town Gallery Manager (at the Academy)  
Judi Butler, ARCAC Volunteer and Paint the Town Breakfast Coordinator  
Judy McGinis, ARCAC Volunteer and Paint the Town Breakfast Coordinator  
Rosanne Peach, Paint the Town Starving Artist Supper Coordinator

#### **Venues**

**Information / Artist location updates** - Annapolis Region Community Arts Council (ARCAC) offices located at ARTsPLACE Gallery, 396 St. George Street, Annapolis Royal

**Artist registration and Paint the Town Gallery / Auction site** – The Academy, 590 St. George Street, Annapolis Royal

**Breakfast & Starving Artist Supper** – St. George and St. Andrew United Church Hall (opposite ARTsPLACE)