

## IPPS EVENTS EXHIBITIONS POLICIES & PROCEDURES

1. The Executive Board and Committee Chairs will review and select exhibition venues on an annual basis.
2. The Exhibits Committee Chair (ECC) will send notification via email to IPPS members no less than 1 month prior to a scheduled event. In the case of requests by event sponsors for the IPPS to provide exhibitions on a last-minute basis, the Executive Board and Committee Chairs will determine the feasibility of the request and will notify members as soon as possible.
3. Members wishing to participate in an event shall notify the ECC by the specified deadline, no less than 3 weeks prior to the scheduled event.
4. Members will be notified if a participation fee is required. The participation fee will be paid by the member to the IPPS Treasurer at the time of notification by the member of the desire to participate in the event.
5. All participating members are required to "booth sit" if the format of the event calls for the presence of a member during the event. Should a member be unable to participate with "booth sitting" responsibilities, notification must be made to the ECC at least 2 weeks prior to the event. If the member wishes to still participate in the event, the member must arrange for another IPPS member to tend the booth in his/her place. If wishing to rescind participation, refund of the any participation fee will occur only if notification is received by the ECC at least 2 weeks prior to the event.
6. The ECC will seek volunteers among participants in setting up and taking down the event display.
7. The ECC will develop a booth tending schedule, which may include art demonstration if required by the event sponsor.
8. The ECC will notify participants of art drop-off and pick-up dates and times. If a participant is unable to accommodate those times, he/she is responsible for arranging for another individual to drop-off/pick-up artwork.
9. The ECC will notify participants of the size and number restrictions for artwork, dependent upon display space availability and number of confirmed participants.
10. An IPPS "Inventory List" shall be completed by each participant, listing all items submitted to the event.
11. Submission of original artwork must be in the pastel medium. The ECC will notify participants if giclees and/or notecards can be submitted. Giclees and notecards must be based on original pastel paintings.
12. Selling prices of all items are established by each participant. Commission will not be charged by the IPPS. However, sales processed by the event sponsor may require a commission.
13. Each participant is responsible for reporting sales tax on his/her sales, unless processing through the event sponsor is required.
14. All original artwork that is framed must be prepared for hanging with hanging wire. Each submission shall be labeled with the participant's name, title of the painting, contact information and selling price. If a submission is not for sale, it should be marked as such. All framed submissions should present with frames in good condition and glass clean.