

**St. Cloud Hospital Volunteer Auxiliary  
Procedures and Instructions for Displaying Artwork at CentraCare Health Plaza**

Thank you for displaying your artwork at CentraCare Health Plaza.

1. Your time frame to display is **April 2019**.
2. The display area is located between the Urgency Center and Breast Center on the 1<sup>st</sup> floor of CentraCare Health Plaza (Woodlands entrance).
3. Displays can be installed Monday–Friday 8:00am-5:00pm. If you are unable to make it during these times, contact the Volunteer Office at (320) 255-5638 to make other arrangements. Please call the office to let us know when you will be hanging your artwork.
4. Artists may display a maximum of once a year at this location.
5. Backings on any artwork must be secure. All artwork must be framed, including photographs. The artwork display system allows you to hang 12 wire-hung pieces.

Each piece of artwork must have one of the enclosed cards or a similar card tagged to the lower-right corner with the following information:

- a. Artist's name
  - b. Contact information
  - c. Name of piece
  - d. Price, including tax
  - e. Number of piece
6. Artist must complete the enclosed "Artist Information Sheet" and submit to the Gift Gallery, prior to installing your display. This sheet includes: Artist's name, address and phone number, and each piece itemized by number, name and price, with and without sales tax. Sales tax should be calculated at 7.375%.
  7. The St. Cloud Hospital Volunteer Auxiliary charges a 15% commission on all pieces sold. The artist will pay the commission to the Volunteer Auxiliary at the end of the display period when art pieces are removed from the CentraCare Health Plaza. Commission must be paid within 14 days.
  8. St. Cloud Hospital / CentraCare Health assumes no liability for the loss or damage of artwork. The displaying artist assumes this liability.

For additional information or if you have any questions, please call Volunteer Services at (320) 255-5638.