

Thank you for registering for **Arts on the River**, now in its fourth year at a gorgeous venue - **River Bend at 501 West Main St.** in Lyons. **For Directions, see the bottom of this letter.** This email will hopefully contain everything you need to know, so please read it in its entirety.

As you know, **Arts on the River** will take place **Sunday, August 27 from 1-7pm**. There will be **food** on site with delectable sweet and savory selections for sale. **Sounds of Lyons** and **Kutandara** will provide us with musical entertainment throughout the day. It's going to be a special day!

#### How it will all come together

Promotion: \*\*\***Posters/bookmarks will be ready soon – we'll let you know! Facebook Event will be set up in July! The website will be updated soon too when posters are ready!**

- Pick up posters and bookmarks from our office as soon as you are able: 2590 Walnut St in the Dairy Arts Center. Come anytime M-F between 9-5. We will have a box outside our door for you to take what you can use, so even if we are away from the office you can help yourself. To find our office, come in the main door, make a right and then go to the end of the left hallway.
- Admission is FREE! Invite your friends, clients, neighbors, colleagues! Help us spread the word. Please share the [website](#) and **Facebook Event** with your social media network. We'll be posting images of artwork from participating artists on the Facebook event.

Set up:

- You may set up on the day of the event as early as 11am.
- 8-foot rectangular tables (96" x 30") will be arranged under a HUGE elegant white tent. Bring your own linens or table drapes if you desire. Linens that measure 90" x 156" will reach the ground. We will provide chairs.
- Our committee members will be on hand to greet you and answer questions.
- You will be able to drive up close to the tent but not right up to it. No driving on the grass! We will show you where to park once you have unloaded.
- Bring any displays that you will need to show your work - again, we have tables.

Purchasing Artwork:

- We will take care of collecting all purchases and will issue your check for your 70% commission within a week after the event.
- The cashier station will be right next to the art tent. We will accept cash, check and cards.
- We will provide you with receipt forms in triplicate. You keep one and give the other two copies to the customer who will bring them to the cashier station. The customer will keep one and BCAA will get the other.
- Along with your check will be a list of artworks purchased, amount paid and contact info for your customers.

Expectations during the event:

- Keep your booth staffed for the duration of the event, through 7 pm.
- Be friendly! Have a great time!
- All unsold work must be taken home at the conclusion of the event.

What else:

- Music on Canvas- This is a project from Sounds of Lyons that will be happening between 2:30 and 4 during the day. Guests (including children) will be invited to paint on canvasboard while listening to music. You are invited to participate as well if you wish. You may even want to auction off or sell your creation!
- Dogs are not allowed at River Bend.
- We are recruiting volunteers to pitch in where needed: before, during and after the event (if you know some helpful folks!)

- If you have any additional questions, please call 303-447-2422 or, on the day of the event, 301-943-1887. You can also email [crystal@bouldercountyarts.org](mailto:crystal@bouldercountyarts.org) through Saturday, August 26.

We've thought this through, but if you have suggestions for how we could improve this event please don't be shy!

This event would not be possible without the generosity of Betsy and Mike B., owners of River Bend and avid arts/community supporters!

Many thanks to you too - the show would not happen without our talented artists...

Looking forward to seeing you soon!

Charlotte, Crystal, Betsy H., Mintze and Monica  
BCAA, LAHC, and Sounds of Lyons

#### Directions to River Bend:

**Directions:** River Bend sits at the western end of downtown Lyons, just beyond the intersections of US 36 and US 7.

**From Boulder:** Take Highway 36 to Highway 66. Turn left, and continue through the town of Lyons to the intersection of US 36 and US 7. Veer right onto US 36 and take the first possible left into River Bend. If you pass Planet Bluegrass, you've gone too far.

**From Denver:** Take I-25 north to exit 243 for Lyons/Estes Park. Continue for 15 miles through the towns of Longmont and Lyons to the intersection of US 36 and US 7. Veer right onto US 36 and take the first possible left into River Bend. If you pass Planet Bluegrass, you've gone too far.