



# BAY AREA FRIENDS of the FINE ARTS

Mailing address: PO Box 16, Bayport NY 11705  
Gallery address: 47 Gillette Ave, Sayville NY 11782  
[www.baffa.org](http://www.baffa.org) / FB: BAFFAofLI / IG: BAFFALI

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## GALLERY SALE PROCEDURES:

**A red dot sticker must be placed on the artwork's label card at the time of sale. (If there is no label card by the piece, then the red dot must be placed in view on the front of the artwork. Red dots and a copy of these procedures can both be found on top of the desk.)**

**Artwork can ONLY be picked up at the close of the exhibition. No exceptions!**

### **ALL PURCHASES MUST INCLUDE TAX!**

It is up to the gallery sitter to add the tax to the artwork at the time of sale. Simply use the calculator provided. Type the artwork amount then type times 8.625% to calculate tax.  
(i.e.  $\$150 \times 8.625\% = \$12.94$  tax. Add  $\$150 + \$12.94$  tax =  $\$162.94$ )

**Credit card payments:** There is a minimum \$25 payment on credit card sales. Artwork can be purchased via the QR code that is taped to the computer or scan the code below. This will direct the buyer to Square where all types of digital payments are accepted. Please ask the buyer to type in the proper field on Square what piece they are buying and who the artist is. Do not forget to add tax to the purchase and let the buyer know of the new total with tax, so they can input it into Square.

**Cash payments:** The buyer must fill out the ART DEPOSIT FORM. Only CASH deposits are taken for buyers wanting to pay cash. Buyer must leave a non-refundable deposit, fill out the proper form, and place both in a provided envelope into the donation bin. The remaining balance must be paid in cash on the day of pick-up at the close of the show.

**Check payments:** The buyer must fill out the ART PURCHASE FORM. The check and art purchase form must be placed into one of the provided envelopes and put in the donation bin in the gallery. Do not forget to add tax to the purchase and let the buyer know of the new total with tax.



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Visit: [www.baffa.org/incomingartist](http://www.baffa.org/incomingartist) for  
GALLERY PROCEDURES VIDEO  
GALLERY FLOORPLAN  
ARTIST INFORMATION

## **GALLERY ARTIST FEES:**

The gallery \$25 artist fee can be paid at: [www.baffa.org/artpay](http://www.baffa.org/artpay)

## **GALLERY MEMBERSHIP:**

Gallery membership can be joined at: [www.baffa.org/support](http://www.baffa.org/support)