JEWELRY INSTALL & REMOVAL SCHEDULES

This will allow us to keep the towers clean, organized and filled on a regular basis. (Much like the Baffles)

PAYMENT

- Payment for the upcoming sessions are now **due 30 days in advance** of the upcoming 2-month session.
- If payment is not received on time, we will remove your items on the day after your payment was due, and will assume you are no longer interested in participating, based on the 30-day vacate notice requirement to the Gallery.
- So, please add dates to your calendars so you, and your payment arrive the correct date. **Fees are non-refundable.**

BI-MONTHLY SCHEDULE

Jewlery/Tower Schedules dates are specified on the online Tower Schedule. (Found on **Box 8**) on the ***For Members page***. Jewlery/3D must be placed into the towers per the scheduled dates provided.

- **Times: 11am - 5pm** on the date on the session's schedules date. (See Tower Schedule) Artist's entry before and after hours is no longer permitted. If you are not able to come in on the designated date, please secure a friend to assist you.
- **All towers will be filled on the same day.**

SPACE ASSIGNMENTS

You will be assigned/notified, 2 weeks in advance to verify your upcoming space location. The normal placement in moving is: (Up one from your spot, or down to the bottom from the top) The spots will be labeled.

You must be a member in good standing to apply.

Thank you for your cooperation.

Should you have any questions please contact me at 909-538-6218.

Thanks, Julie Brooks, Director of Programs