



## **WHAT ARE THE RESPONSIBILITIES OF THE LEAD ARTIST EACH DAY?**

### **AT THE START OF THE DAY:**

Arrive in good time and open up the marquee

Deal with any disputes about spaces taken, the displays, or access to power.

Give out HVA bookmarks to participants for them to distribute to visitors.

Remind artists to keep track of their sales in order to pay commission.

Remind those with card readers to keep track of monies taken for other artists.

With other participants setting up the HVA banner flags outside the marquee.

### **AT THE END OF THE DAY:**

With other participants taking down and storing the HVA banner flags

Make sure the marquee is clear and tidy for the next day

Take details of sales from all participants

Close up the marquee and leave last!