MILL SITTING GUIDE

Mill sitting can be fun and rewarding. We are visitors in the space, so please treat the facility as such. A copy of all these instructions will be available in the White Binder on the Microwave or Refrigerator in the kitchen area.

GETTING IN the MILL:

The HBMS Visitor Center on Main Street is your first stop. They will give you the Fob to unlock the Mill. Parking at the Mill is for us as HBMS volunteers. (Ignore the sign that says authorized vehicles. You are authorized!)

The last person to leave must return the Fob to the Visitor Center.

Wave the fob near the little grey box next to the door. The light will turn green and you’ll hear a click. Pull the door toward you. There are wooden door stops inside. Put one on the sill so the door almost closes. If the outside door shuts it locks, so it has to be propped open to allow people access. **Make sure you keep the fob on you when unloading and such; the door locks when fully closed.**

EMERGENCY CONTACT:

**Please, keep close to and answer your phone while sitting the Mill. It could be someone from HBMS or LAA trying to contact you.**

If you have an emergency at the last minute and need to cancel your sitting or leave during sitting, please contact Elena Shackleton 484-894-8689. If El is unavailable, please contact Keith Sten from HBMS at 610-867-0173. Keith is in charge of keeping the site open. If either of those people are unavailable, please contact the Visitor Center at 610-691-6055.

LIGHTS and OPENING

**Make Sure The Main Door is Propped Open using a door stop! It can remain just slightly ajar to conserve heat. There are wooden door stops inside. Put one on the sill so the door almost closes. If the outside door shuts it locks; the door has to be propped open to allow people access.**

Open the doors to the downstairs rooms and the stairwells. Use door stops.

Turn on all the trees, spots and plug in lights. Some have more than one plug. In the first floor main gallery is a closet. The lights are on the left just inside the closet with slide switches. There is also a slide switch for the elevator room just inside the door to the elevator room.

There is a blue tooth speaker on the sink counter to use for music while sitting. Hold the power button for three seconds to power it on. You can place it on top of the fridge.

The fridge and microwave are for your convenience. Please clean any dishes before leaving. Trash is under the sink to the right.

VISITORS:

It is always encouraged for you to work while in the space. People love seeing “the artist at work”. Remember to take your supplies with you when leaving as there can be events and meetings in the space at any time.

Greet visitors and explain the art is LAA’s Exhibit and show the visitors the Peoples Choice Ballot Box. Encourage them to vote for “their favorite”. Be cordial, but don’t hover. It chases people away. The majority of people slow down and engage with the art more when asked for their opinion.

ART SALES:

If someone would like to buy a piece they may call the Visitor Center at 610-691-6055 and pay by credit card. They may also walk up to the Visitor Center and pay in person. The pieces stay up, to the end of the show. We may make exception if a person is from a distance. Feel free to call Elena Shackleton at 484-894-8689 if there are any questions concerning the sale of a piece.

PLEASE NOTE: LAA does not have a license or permit for you to sell your personal art not included in the exhibit while sitting in the Mill. **If you make a transaction, it is private, and we are not involved.** That said, we can not have formal racks or table top displays of your work. It IS acceptable to bring some pieces to lay around as you work as examples, or a portfolio of pieces. We just can’t look like we have vendors operating in the space. We will be fined, as will you, if caught doing business without the appropriate licenses and permits. This practice could also damage the LAA’s standing with HBMS who graciously allow us the use of the space.

CLOSING:

Make sure all trees and lights are unplugged in the space. Turn off lights for both upstairs and downstairs, stairwells and rest rooms.

DO NOT UNPLUG THE PIANO!

Make sure the outside door is firmly shut.

Return the Fob to the HBMS Visitor Center.

Thank You for Volunteering, and enjoy the space!