**EASTERN ILLINOIS UNIVERSITY DEPARTMENT OF ART+DESIGN**

**34th ANNUAL HOLIDAY ART SALE**

**PROCEDURES AND INFORMATION**

1. **ELIGIBILITY**

* All Art Majors
* All faculty members in the Art+Design Department
* All area artists

1. **LOCATION:** Doudna Fine Arts Center – Room 1710 (3D Studio) and Room 1910 (Student Gallery)
2. **SHOPPING AT THE SALE:** Shoppers can register for a specific timeslot and will have approximately 15 minutes per room. Walkups are welcome and will be admitted as space allows. Check-out will be held in the concourse outside of the gallery.
3. **DATES AND TIMES:**

* **November 20** – Deadline for submitting application to Art+Design Department
* **November 9 – December 4** – Dates for delivering artwork to **Doudna Fine Arts Center, Rm. 1710/1910**

**NOTE:** Any special arrangements must be made **in advance** by calling LeAnn at

581-6060 or 581-3410.

* **December 11 – December 13, 2020 Holiday Art Sale**
* **December 11** – **10:00am - 8:00pm**
* **December 12 and 13** – **10:00am - 5:00pm**
* **December 15** – Date to pick up unsold work from **Doudna Fine Arts Center, Rm. 1710/1910**

**9am-4pm. NOTE:** Any special arrangements must be made **in advance** by calling LeAnn at

581-6060.

1. **CONDITIONS OF THE SALE:**

The primary purpose of this sale is to assist the Art+Design Department in raising funds for Art+Design scholarships: a commission of 40% (**20% for EIU students**) will be retained from the sale price of each work sold. This commission will be contributed to the Art+Design Department. The sale will be supervised by the Art+Design Department with the assistance of volunteers. **Artists participating in the sale are not required to be present during the sale.** On the date for picking up unsold work, each artist will receive a summary sheet indicating the results of their sales. A check for all works sold will be sent to the artist within approximately four weeks of the sale.

1. **NUMBER OF WORKS:**

Each artist may submit up to 100 works. All artists will be equally represented in the sale.

Each work of art will be labeled by the Art+Design Department with the artist’s ID# and sale price.

1. **ART FORMS:**

The sale will include drawings, prints, watercolors, photographs, ceramics, jewelry, small sculpture, and contemporary craft items. All art work must be **original** and **hand made** by the artist participating in the sale. All matted items must be covered with acetate. The EIU Art Department reserves the right to refuse any entries which do not conform to these specifications, or which are deemed unsuitable or inappropriate for this sale.

1. **APPLICATION PROCEDURES:**

Artists interested in participating in the sale must complete the attached application form and return it to the following address by **November 20, 2020: You may also choose to email it to (lrdaubs@eiu.edu).**

Holiday Art Sale

Department of Art+Design

Eastern Illinois University **\*\*KEEP THIS SHEET FOR IMPORTANT DATES\*\***

600 Lincoln Avenue

Charleston, IL 61920