

**EASTERN ILLINOIS UNIVERSITY DEPARTMENT OF ART+DESIGN  
35<sup>th</sup> ANNUAL HOLIDAY ART SALE  
PROCEDURES AND INFORMATION**

**I. ELIGIBILITY**

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

**II. LOCATION:** Doudna Fine Arts Center – Main concourse

**III. DATES AND TIMES:**

- **November 14** – Deadline for submitting HAS application form to Art+Design Department
- **November 29 or November 30** – Dates for delivering artwork to **Doudna Fine Arts Center**
- **NOTE:** Any special arrangements must be made **in advance** by calling LeAnn at 581-6060.
- **December 1 – December 4, 35<sup>th</sup> Annual Holiday Art Sale**
  - **Thursday, December 1 – 5:00pm - 8:00pm**
  - **Friday, December 2 – 10:00am - 8:00pm**
  - **Saturday, December 3 – 1:00pm – 8:00pm**
  - **Sunday, December 4 – 1:00pm – 6:00pm**
- **Monday, December 5** – Date to pick up unsold work from **Doudna Fine Arts Center, main concourse 9:00am-4:00pm**. **NOTE:** Any special arrangements must be made **in advance** by calling LeAnn at 581-6060.

**IV. 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.

**V. 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.

**VI. 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 Department of Art+Design reserves the right to refuse any entries which do not conform to these specifications, or which are deemed unsuitable or inappropriate for this sale.

**VII. APPLICATION PROCEDURES:**

Artists interested in participating in the sale must complete the required HAS application form and return it to the following address by **November 14, 2022**. **You may also choose to email it to (lrdaubs@eiu.edu).**

Holiday Art Sale  
Department of Art+Design  
Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920

**\*\*KEEP THIS SHEET FOR IMPORTANT DATES\*\***