

**EASTERN ILLINOIS UNIVERSITY DEPARTMENT OF ART+DESIGN
36th 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 08** – Deadline for submitting HAS application form to Art+Design Department
- **November 28 or November 29** – Dates for delivering artwork to **Doudna Fine Arts Center**
- **NOTE:** Any special arrangements must be made **in advance** by calling LeAnn at 217-581-6060.
- **November 30 – December 3, 36th Annual Holiday Art Sale**
 - **Thursday, November 30 – 4:00pm - 8:00pm**
 - **Friday, December 1 – 10:00am - 8:00pm**
 - **Saturday, December 2 – 1:00pm – 8:00pm**
 - **Sunday, December 3 – 1:00pm – 6:00pm**
- **Monday, December 4** – 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 217-581-6060.

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 8, 2023**. **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****