

**Evanston Art Center  
November 20 – December 20, 2020**

## **NEW GENERAL INSTRUCTIONS**

*The deadline for completed inventory sheets is **October 27, 2020.***

- **ARTIST'S INFORMATION**

Each artist will have their name printed on a card and placed alongside their work during the Winter Expo. Please be sure you indicate exactly how you would like your name to appear on the card.

- **VOLUNTEERING**

The Evanston Art Center needs volunteers to make this event a success, but due to COVID-19, volunteers are required to adhere to EAC's Covid-19 regulations. We recommend each artist to volunteer at least one 3-hour shift during the Winter Expo. Artists who are present to help show their work to customers are likely to sell more than those who are not.

- **INVENTORY & PRICE LABELS**

Enclosed are the inventory sheets. Inventory sheets must be completed in advance of the Winter Expo. Complete your inventory sheets and return them to the EAC no later than **October 27, 2020.**

Inventory drop-off is scheduled for **November 12<sup>th</sup> from 8:30 am - 5:00 pm, November 13<sup>th</sup> from 8:30 am - 5:00 pm, and November 14<sup>th</sup> from 9:30 am - 4pm.**

Your inventory will be entered into the EAC database to record your sales during the Winter Expo. Each submitted piece will be assigned a unique inventory code. It is extremely important that you use the EAC's coding so that we can track all sales, commissions due, and remaining inventory at the end of the show.

### **Price Labels**

The EAC will generate a price label for each item on your inventory sheet. We will mail the labels back to you so you can affix one to each work prior to drop-off.

Please use Blue Masking Tape (used for painting) to affix to ceramic, wood, and glass items, and then place the price label on the tape. It makes it easier for staff to remove price tags for gift wrapping.

If you make a substitution, use the price labels that were sent for the original inventoried items, and let us know about the change when you drop off your inventory.

We expect that most shoppers will be looking for unique, hand-made gift items for the holidays. The majority of sales of individual items are under \$50 each.

**We will not accept items valued more than \$400.**

- **INVENTORY SHEET INSTRUCTIONS**

**Description**

Please describe your piece in 3 words or less—i.e. “mug”, “pearl necklace,” or “blue painting.” These descriptions are for your benefit only; customers will not see this description. You may add more details to your own copy of the inventory sheets to remember which pieces you have committed to the Winter Expo.

Please enter one inventory item per line. The first line is designated for silent auction items.

**Preview Party and Events**

There will be no Preview Party this year. There will be no special events or weekend events.

**Silent Auction**

The silent auction will be held on opening weekend, Friday, November 20 and closes Sunday, November 22. The Winter Expo is a fundraiser for the Art Center and a donated item from you will help us raise funds for our programs. If you would like to donate an auction item, please include the item on the first line of your inventory sheet.

**Retail Price & Mark Down**

This is the price before mark down, if any. [If you would like to mark down the price of an item during the last ten days of the Expo, please check the “Mark Down” box on the inventory sheet.](#) Otherwise, items will remain at full retail price throughout the duration of the Winter Expo. The EAC commission (40%) will be taken from the price at which the item is sold. We will charge sales tax at check out.

The Art Center is not advertising the Mark Down Sale. It will take effect on December 11, 2020.

- **QUANTITY GUIDELINES**

**The EAC will only accept the maximum number of items stated. Staff will monitor inventory during the course of the event and will inform artists IF you need to bring in more.** Out of state artists or artists who live more than an hour away can make a special arrangement with EAC.

Ceramic, glass, and other 3-D artists should inventory about **50 items**. Please include small pieces like mugs, tiles, and small bowls as well as showpieces.

Jewelry artists should inventory about **80 items**, including less expensive earrings or necklaces as well as showpieces.

Fiber artists should inventory about **30 pieces**.

2-D artists should inventory **about 20 small pieces or 5 large pieces**, depending on the size. Not all items need framing. Bins are available for smaller unframed or shrink-wrapped items. All framed pieces must be appropriately wired or equipped for hanging hardware.

Gallery space is limited. We estimate that each artist will be given approximately a 3' x 3' display space, or the equivalent square footage on shelving, tables or the gallery walls.

We restock every day as needed during the show.

- **SIZE & WEIGHT RESTRICTIONS**

3-D work: May not exceed 100 lbs, 5' in height with a base no larger than 24"x24."

2-D work: May not exceed 24" in any dimension.

- **PACKING INFORMATION**

All items must be packed securely in labeled boxes. Boxes should be identified with the **artist's name, code, media, and be numbered. (For example: Paula B. Danoff, PBD, Box 1 of 5; Box 2 of 5, etc.)** Please pack the items in the boxes in the order in which you would like them to be unpacked and put out for sale. Box 1 will be unpacked first.

We do our best to follow your preferences; however, Winter Expo staff will make all final display decisions for the benefit of the entire show. If you have a large inventory, make it easier for Winter Expo staff to restock by providing a list of contents for each box or a single photo contact sheet containing images of each item in the box.

- **INVENTORY DROP-OFF/PICK-UP**

**Due to COVID-19, there will be no individual check-in and check out of items. You will have to sign a Release and Waiver of Liability Form** when you drop off your boxes. See attachments.

Unsold inventory must be picked up **December 21<sup>st</sup>, 22<sup>nd</sup>, and 23<sup>rd</sup> from 8:30 am – 5pm. You will be responsible with packing your items when you come in.**

**A final sales report will be given to you on your pick-up day.**

A sign-up sheet will be available at drop-off and throughout the Winter Expo. It will be at the front desk. You can come in and sign up anytime, or call the EAC front desk to schedule you.

- **PAYMENT**

You are required to submit a W-9 so you can get paid. Checks will be mailed by mid-January.

**If you have questions, contact Jen Montojo at [expo@evanstonartcenter.org](mailto:expo@evanstonartcenter.org).**

**YOUR INVENTORY  
SHEET DEADLINE IS  
October 27, 2019**