

Winter Arts & Craft Expo Application FAQ

What do you accept into the Winter Expo?

The jury selects hand made work created in many different mediums. This expo sells a lot of work for gift giving purposes, but please note that it is not a Holiday themed show.

We do NOT ACCEPT Commercially oriented or mass produced holiday items. Please note: All work must be original and made by the artist within the last few years.

How big of a space will I receive if accepted?

Each artist's inventory will be identified and displayed on an approximately 20x30 inches tabletop space or the equivalent area on the wall or floor. As work sells Expo staff and volunteers will replenish the space with the artists' work stored under the tables.

Are there size limits to the size of my work?

Yes, 3-D work: May not exceed 50 lbs and 24" in height. If work requires a base, it must be provided by the artist. Tabletop work is preferred due to limited floor space.

2-D work: May not exceed 24" in any dimension, unless given special permission. Must be framed or equivalent and ready to hang. There may be some space for smaller works to be shown in bins.

Is there a booth fee?

The EAC takes 40% commission of the sales made.

Do I have to be there everyday?

No! The EAC runs the sale in our first floor gallery much like a traditional retail space. Artists are asked to volunteer a three 3-hour shift during the show (if they are local).

How are sales made?

All Sales are made through the EAC. Upon acceptance you will receive instructions on how to submit information for barcodes for each work brought to the Expo. These barcodes will be scanned at our register and all sales will be processed there. The EAC is a cashless organization. Checks and Cards are accepted.

How is sales tax collected?

All sales will be made through a central cashier at the Evanston Art Center. Illinois sales tax will be added to every transaction.

How do artists get paid?

At the end of the Expo, the items sold will be noted on your inventory sheets, the commission deducted, unsold inventory returned, and checks **mailed in mid-January**. Artists are required to supply the Art Center with a signed W-9 so that 10-99s may be sent.

Is the work insured?

Insurance will be provided at no additional fee. Artists who are selected must provide a full inventory list of works stating sale prices and insurance values of each item. Insurance will be valued at the retail price of each piece and cannot exceed \$400 per piece. Artwork will be covered by EAC insurance once the work is checked in and included in our inventory through December 20th.

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