

WINTER ARTS & CRAFTS EXPO 2015

CALL FOR ENTRIES | FRIDAY, NOVEMBER 20 - SUNDAY, DECEMBER 20, 2015

The Evanston Art Center's 13th annual juried show represents the best of our local artisans with one-of-a-kind gifts of fine art and craft. Based on enthusiastic community support, our 13th year will run for 30 days, and represent approximately 100 artists. The Art Center has served the North Shore and Chicago metropolitan areas for over 85 years, with exhibitions of contemporary art, hundreds of classes and workshops and extensive outreach programs.

Application Process

Submit a CD containing 3-4 200 dpi JPEG IMAGES (minimum 5"x6"/1000 x 1200 pixels maximum 10"x10"/2000 x 2000 pixels) with paper photographic back drops. Please consult our submission guidelines on our website www.evanstonartcenter.org for any questions. All materials submitted must be labeled with your name and medium. A \$30 non-refundable entry fee must accompany each application. Checks should be made out to the Evanston Art Center. Applications must be postmarked by Monday, September 28, 2015. Incomplete applications will be returned unviewed. **Your CD and any extra materials will NOT be returned.**

Mail Application to:

Winter Arts & Crafts Expo
Evanston Art Center
1717 Central Road
Evanston, IL 60201

Applications must be postmarked by: Wednesday, October 1, 2014

Categories

Jewelry, ceramics, wood, glass, metal, fiber, leather, wearable textile accessories, mixed media, small 3-D sculpture, and small 2-D works including printmaking, photography and painting (must be ready to hang). Beautifully crafted ornaments or menorahs are deemed acceptable as long as the artistic quality is very high.

Not To Be Included: Commercially oriented or mass produced holiday items. **Please note:** All work must be original and made by the artist within the last few years. Commer-

cial items will not be accepted. The Expo Committee reserves the right to refuse exhibition of work not consistent with these guidelines.

Size/Weight Restrictions

3-D work: May not exceed 50 lbs and 50" in height. If work requires a base, you must provide it. Tabletop work is preferred due to limited floor space. Anything larger must receive special permission to be included in the show.

2-D work: May not exceed 36" 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.

Acceptance Information

Notification of the juror's decision will be EMAILED in October. Upon acceptance to the Expo, an information packet containing inventory delivery and pick-up, pricing, volunteering and other pertinent show details will be sent to you. An inventory sheet will be emailed to you to fill out and return by October 19. This means that you will need to plan ahead and know how many pieces will be available to sell before the start of the Expo.

As a guideline from last year's show, ceramics, jewelry, glass, and small mixed media artists inventoried approximately 25-50 items. 2-D and larger 3-D inventoried approximately 10 - 20 items. We encourage each selected artist to bring inventory with a price range from \$20 to \$500, with a greater quantity priced below \$100 to satisfy customer holiday gift needs. Artists must drop off and pick up work in person, unless special arrangements are made with EAC.

Visual Display

The Evanston Art Center has open gallery spaces available for this event. The Expo is a group show, and as such, there are no booth spaces. Each artist's inventory will be identified and displayed on an approximately 20"x30" tabletop space or the equivalent area on the wall or floor. Extra inventory for each artist will be stored and then displayed as merchandise is

TELL YOUR FRIENDS TO APPLY.
APPLICATIONS AT

www.evanstonartcenter.org/events/winterexpo

sold. The Expo staff will make all decisions regarding placement and display.

Since this is not a booth show, artists will not be required to be present to conduct sales. We will, however, encourage each participating artist to volunteer three half-day shifts to work during the show. The Expo relies on volunteers to run the show. We have found that the artists who are present during the show contribute greatly to the professional atmosphere of the galleries and increase the sales of their own work by being able to talk to customers about their craft and process.

Advertising and Publicity

To ensure that the show be well attended, the Art Center will produce an announcement card, which will be sent to EAC members and other Art Center mailing lists. Artists will be provided with announcement cards (electronic and print). A combination of store posters, display advertising, print advertising and publicity will be used to promote the Expo in the surrounding area. Information and photos will be posted on our website at www.evanstonartcenter.org as well. The Art Center reserves the right to photograph or use artist provided images for publicity purposes.

Sales and Tax

All sales will be made through a central cashier at the Evanston Art Center: cash, check or charge. Illinois sales tax will be added to every transaction. The commission to the Art Center is 40%. The retail price labeled on each item will include the commission. 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 their SSN# so that 1099's may be sent. All sales are final; the EAC will not refund money under any circumstances.

Security/Insurance

Insurance will be provided at no additional fee. Artists who are selected must provide a full inventory 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 \$750 per piece. Artwork will be covered by EAC insurance once the work is checked in and included in our inventory through Wednesday, December 23. After December 23, artwork will not be insured. The EAC Expo is not responsible for loss or damage to property over and above the insured value of each piece. All artwork must have an assigned value to be insured. Claims must be submitted in person to the Expo staff at the time of inventory pick-up.

Silent Auction

Artists are encouraged to donate items to a silent auction to be held during the Preview Party on November 20, 2015. The EAC greatly appreciates your generosity in this event. The auction will encourage customers to linger in the galleries and shop. All proceeds from the silent auction will go toward supporting the show's fund raising efforts for the Evanston Art Center.

Please note that under current IRS regulations, the tax deductible amount of an auction item donated to the EAC by the artist who created the work, will generally be limited to out-of-pocket costs involved in creating the artwork, not its current value or the proceeds received at the auction. For more information regarding tax deductions, we suggest that you consult with your tax advisor.

EVANSTON **ART**
CENTER

**APPLICATION
DEADLINE**

Postmarked by
Monday, Sept. 28, 2015

**INVENTORY
DROP-OFF**

Nov 14-16

EXPO EVENT

Preview Party
on Nov 20
General Shopping
from Nov 21 - Dec 20

**INVENTORY
PICK-UP**

Dec 21, 22 and 23

EVANSTON ART CENTER WINTER ARTS+ CRAFTS EXPO 2015 APPLICATION

ALL ENTRIES MUST BE POSTMARKED BY MONDAY, SEPTEMBER 28, 2015

Name _____

Address _____

City _____ State _____ Zip _____

Phone (H) _____ (W) _____ (Cell) _____

E-Mail (Required in Order to Receive Juror's Decision) _____

Please choose one medium that best describes your work.

For artists wanting to show more than one medium, separate applications and entry fees are required.

- Ceramics Fiber/Textiles Glass Jewelry
 Metal Wood Leather
 2D (anything to be hung on a wall including photography, printmaking, painting and mixed media)
 3D Mixed Media (displayed on the floor or tabletop)
 Price range of inventory you will submit _____

Charge \$30 Entry Fee to My Credit Card

Name on card _____

Card Number _____

Exp. _____

**Enclosed is \$30
Check Payable to Evanston Art Center**

IMAGE #1

Title: _____

Media _____

Size (Inches) H W D Sale Price

IMAGE #2

Title: _____

Media _____

Size (Inches) H W D Sale Price

IMAGE #3

Title: _____

Media _____

Size (Inches) H W D Sale Price

IMAGE #4

Title: _____

Media _____

Size (Inches) H W D Sale Price

Liability Release

I hereby release, forever discharge and hold harmless from all action suits the Evanston Art Center, the City of Evanston, all sponsors of this event, and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my application to or participation in the EAC's Expo, which is not responsible for any injury sustained by exhibitors or guests while within the Evanston Art Center.

My signature indicates acceptance of all conditions and rules of this prospectus and is considered an application and commitment to the Expo. Application forms without signature will not be accepted. I have enclosed all the necessary information and payment for the Expo. Enclosed CD accurately represents my work.

Signed _____

- I would be willing to donate one piece to the EXPO's Silent Auction.

Your CD and any extra materials will NOT be returned.

INCLUDE PAYMENT, APPLICATION, CD & MAIL TO:

EVANSTON ART CENTER
WINTER ARTS & CRAFTS EXPO 2015 ENTRY
1717 Central Street
Evanston, IL 60201