CHECK LIST - ALL ITEMS DUE SEPTEMBER 3, 2010
✓ Entry form
✓ Three labeled photos or jpegs.
✓ Jury Fee - $15.00 check (Non-refundable) made out to: Holiday Art Sale 2010

The 20th Annual Holiday Art Sale is sponsored by the Cultural Committee of the CLC Foundation to benefit the Community Gallery of Art and to fund scholarship programs.

For complete information call Christina Rasmussen at (847) 543-2405 or e-mail: crasmussen@clcillinois.edu

web site: http://gallery.clcillinois.edu
**2010 3D HOLIDAY ART SALE**

**November 20 - November 23**

**LOCATION:** College of Lake County / Library Glass Atrium

**GENERAL INFORMATION:** The four-day sale will include works in various fine arts media. Accepted artists are asked to provide an adequate supply of art to fill their assigned space. Artists need not be present at the four-day sale. Artwork will be on a consignment basis to the College of Lake County Foundation Cultural Committee which reserves the right to limit the number of pieces on display.

**MEDIA:** All 3D art forms including: ceramics, fiber, glass, metal, paper, jewelry, wood, leather and sculpture. Greeting cards and stationery will be considered.

**ELIGIBILITY:** Open to all artists 18 years or older. All work must be of original concept and design and not from commercial kits or molds. All work that is to be exhibited must be executed by the applying artist(s). The Cultural Committee reserves the right to refuse any artist the right to exhibit work not in the same juried media or not complying with stated requirements.

**JURY FEE:** A $15.00 non-refundable jury fee is due with the entry form. Make checks payable to Holiday Art Sale 2010. Entry form can be faxed, with credit card payment: 847-543-3405.

**DISPLAYS and FEES:** Upon acceptance, table fees and display requests will be submitted with consignment inventory. All materials necessary to display work will be provided by the artist. Each table or floor space is 21/2 ft. x 6 ft. @ $15.00 (maximum of 2 @ $30 per artist). Tables will be provided for a uniform look. Artists may reduce their fees by $15 for each 3D piece. Tables will be provided for the artist. Each table or floor space is 21/2 ft. x 6 ft. @ $15.00.

**INQUIRIES:** Please call Christina Rasmussen at (847) 543-2405. E-mail: crasmussen@clcillinois.edu

**PHOTOS and JPEGS:** Submit 3 photographs or jpegs on a disk representative of work to be exhibited. Quality reproductions are important. All photos or jpegs must be clearly labeled with the artist’s name, title (or description), medium, dimensions, and price. Materials will be returned after the sale.

**ENTRY:** All entries must be accompanied by an entry form, a $15.00 jury fee and photos or jpegs. Entries are DUE Friday, September 3. The submission of the entry form will constitute an agreement to all conditions in the prospectus.

**ACCETPANCE:** Upon notification of acceptance, artists must return a signed Consignment Agreement and booth fee by November 1. This agreement will be mailed to artists with the notification letter.

**HOLIDAY ART SALE SERVICES:** Extensive publicity and advertising, printing and mailing of announcement to over 6,000 art patrons, staffing of four-day sale, acceptance of credit cards at sale, providing space and tables.

**EXHIBITOR’S RESPONSIBILITY:**
- Supply own display and coverings.
- Set up work between 1 pm and 9 pm Friday, November 19.
- Pick up work at show’s end, Tuesday, November 23, 6 p.m.-10 p.m.
- Mailing announcement cards or PDF file to personal clients.

**INQUIRIES:** Please call Christina Rasmussen at (847) 543-2405. E-mail: crasmussen@clcillinois.edu

**IMPORTANT DATES:**
- Deadline for entries: September 3
- Notification sent to artist: September 8
- Consignment agreement and inventory lists due: November 1
- Set-up: November 19, 1-9 p.m.
- Emergency Set-up: November 20, 8 a.m.-9 a.m.

**HOLIDAY ART SALE**
- Saturday, November 20: 9 a.m.-4:30 p.m.
- Sunday, November 21: 1 p.m.-5 p.m.
- Monday, November 22: 9 a.m.-9 p.m.
- Tuesday, November 23: 9 a.m.-6 p.m.
- Pick-up: November 23: 6-10 p.m.
- Emergency Pick-up: November 24, 8 a.m.-11 a.m.

**WAIVER:** Every reasonable precaution will be taken to safeguard art works while at CLC. The College of Lake County, its staff and volunteers are not responsible for accidental loss or damage of any kind. I have read and understood the above rules.

**Artists’ Name ________________________________
Address ______________________________________
City, State & Zip ________________________________
Phone (day) ______________________ (Evening) __________________ (Cell) __________________
Email ________________________________________

**HOLIDAY ART SALE SERVICES:** Extensive publicity and advertising, printing and mailing of announcement to over 6,000 art patrons, staffing of four-day sale, acceptance of credit cards at sale, providing space and tables.

**INQUIRIES:** Please call Christina Rasmussen at (847) 543-2405. E-mail: crasmussen@clcillinois.edu

**PHOTOS and JPEGS:** Submit 3 photographs or jpegs on a disk representative of work to be exhibited. Quality reproductions are important. All photos or jpegs must be clearly labeled with the artist’s name, title (or description), medium, dimensions, and price. Materials will be returned after the sale.

**ENTRY:** All entries must be accompanied by an entry form, a $15.00 jury fee and photos or jpegs. Entries are DUE Friday, September 3. The submission of the entry form will constitute an agreement to all conditions in the prospectus.

**ACCETPANCE:** Upon notification of acceptance, artists must return a signed Consignment Agreement and booth fee by November 1. This agreement will be mailed to artists with the notification letter.

**HOLIDAY ART SALE SERVICES:** Extensive publicity and advertising, printing and mailing of announcement to over 6,000 art patrons, staffing of four-day sale, acceptance of credit cards at sale, providing space and tables.

**EXHIBITOR’S RESPONSIBILITY:**
- Supply own display and coverings.
- Set up work between 1 pm and 9 pm Friday, November 19.
- Pick up work at show’s end, Tuesday, November 23, 6 p.m.-10 p.m.
- Mailing announcement cards or PDF file to personal clients.

**INQUIRIES:** Please call Christina Rasmussen at (847) 543-2405. E-mail: crasmussen@clcillinois.edu

**IMPORTANT DATES:**
- Deadline for entries: September 3
- Notification sent to artist: September 8
- Consignment agreement and inventory lists due: November 1
- Set-up: November 19, 1-9 p.m.
- Emergency Set-up: November 20, 8 a.m.-9 a.m.

**HOLIDAY ART SALE**
- Saturday, November 20: 9 a.m.-4:30 p.m.
- Sunday, November 21: 1 p.m.-5 p.m.
- Monday, November 22: 9 a.m.-9 p.m.
- Tuesday, November 23: 9 a.m.-6 p.m.
- Pick-up: November 23: 6-10 p.m.
- Emergency Pick-up: November 24, 8 a.m.-11 a.m.

**WAIVER:** Every reasonable precaution will be taken to safeguard art works while at CLC. The College of Lake County, its staff and volunteers are not responsible for accidental loss or damage of any kind. I have read and understood the above rules.

**Artists’ Name ________________________________
Address ______________________________________
City, State & Zip ________________________________
Phone (day) ______________________ (Evening) __________________ (Cell) __________________
Email ________________________________________

**For planning purposes, please indicate the desired number of tables/spaces: one □ two □
We will do our best to accommodate your requests.

**Medium in which you want your entry juried (check one):**
- Ceramics □ Leather □ Other, please describe
- Metal □ Fiber □
- Glass □ Paper □
- Jewelry □ Wood □

**PAYMENT options:**
- Check/Money Order Please make check payable to Holiday Art Sale 2010
- Charge my □ VISA □ MASTERCARD □ DISCOVER
- AMERICAN EXPRESS

**Account no. ________________________________
Expiration Date ________________________________
Signature ______________________________________

To fax - Fill out form and fax to Christina Rasmussen / 847-543-3405
(All faxed credit card information will be confidential.)