

**EASTERN ILLINOIS UNIVERSITY DEPARTMENT OF ART+DESIGN
37th 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 15** – Deadline for submitting application to Art+Design Department
- **December 3 or December 4** – Dates for delivering artwork to **Doudna Fine Arts Center**
- **NOTE:** Any special arrangements must be made **in advance** by calling LeAnn at 581-6060 or 581-3410.
- **December 5 – December 8, Holiday Art Sale**
 - **December 5 – 4:00pm - 8:00pm**
 - **December 6 and 7 – 1:00am - 8:00pm**
 - **December 8 – 1:00pm – 6:00pm**
- **December 9** – Date to pick up unsold work from **Doudna Fine Arts Center, Rm. 1710/1910 9am-4pm. NOTE:** Any special arrangements must be made **in advance** by calling LeAnn at 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 artwork must be **original** and **handmade** by the artist participating in the sale. All matted items must be covered with acetate. The EIU Art Department 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 attached application form and return it to the following address by **November 15, 2024: You may also choose to email it to (Irdaubs@eiu.edu).**

Holiday Art Sale
Department of Art+Design
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

****KEEP THIS SHEET FOR IMPORTANT DATES****