

## **24<sup>th</sup> Annual Holiday Printmaker's Sale and Exhibition Dec. 5, 2008**

to benefit the Printmaking Area & Students, Center for the Visual Arts, Illinois State University

To: All participants

This year's print sale and exhibition will be held in the **Lithography Studio, CVA Room 127 & 129** on Friday, December 5, 2008 from 8:00 a.m. until 5:30 p.m.

We encourage all Illinois State University Printmaking students, faculty and staff to participate in the sale. Artworks will be accepted for the sale Thursday evening, Dec. 4 from **3:30 p.m. to 5:30 p.m.** and Friday morning, Dec. 5 from 7:30 a.m. to 8:00 a.m. in **CVA Room 129**. Before submitting artwork, please have the consignment sheet(s) completed and prints ready for display. **Please fill out the address portion of the form using the location you would like to receive any payment due to you as a result of the sale. Checks are mailed to the address provide on the form. Estimated arrival of checks is DURING BREAK.**

Wrapping prints in acetate, clear cellophane, or shrink-wrap is the best assurance that they will not suffer from handling by the public. Framed works are accepted, however, the expense of framing is not necessary for the sale. Each item should be marked clearly with artist's name, title of work, price, and corresponding number from the consignment list. The price tags must be securely attached—any price confusion resulting from price tags that have fallen off a print will be the responsibility of the artist. Please respect the classes in session in CVA 129 on Thursday. Preparation of finished prints and paperwork should be accomplished outside of classes or in CVA 123.

Twenty percent (20%) of all sales will be used to support the Illinois State University Printmaking Program. This donation will be deducted from the prices listed on the Artist's Agreement form. The Artist's Agreement form must be completed and submitted with your artwork in order for the artwork to be accepted and placed on display. Checks from the proceeds will be written by the University after the sale and will be mailed to the artist at the address on the top of the artist's agreement form. Please fill out your **University ID Number**, Name, Address, and Zip-code on the Artist's Agreement form.

Unsold works may be picked up at the close of the sale Friday, Dec. 5 at 5:30 p.m. in CVA 129 and Monday, Dec. 8th from 9:00 a.m. to 12:00 noon in CVA 129. Please make an appointment if another time is necessary (438-7530). Unsold works not picked up by Friday, Dec. 12 will be disposed of at the discretion of the Printmaking Area.

Reasonable care will be given in the handling of the works during the sale. However, the printmaking area does not provide insurance against nor assume responsibility for loss or damage to works submitted. By participating in this sale and exhibition, the artist accepts the terms of the agreement.

### Participant's Check List:

1. Price all items, attach corner price tags, and wrap each item in acetate, clear cellophane, or shrink-wrap to protect prints from handling, if desired.
2. Fill out the Artist's Agreement consignment form, listing **each item on a separate line**. Multiple works of the same title **must** include impression numbers to designate each print on a separate line. Untitled works should have the number from the consignment sheet on their tags for easier identification.
3. Fill out name and address information section to receive payment from the sale—checks should be sent out during break—use the address where you want the check to be sent during break.
4. Submit artwork: Thursday, December 4th from **3:30 p.m. to 5:30 p.m.** and/or Friday, December 5th from 7:30 a.m. to 8:00 a.m. in CVA Room 129.
5. Attend Print Sale & Exhibition and volunteer some time to help as you can.
6. Pick-up unsold artwork: Friday, December 5th at 5:30 p.m. in CVA 129 or Monday, December 8th from 9:00 a.m. to 12:00 noon in CVA Room 129.