

SAIC's Annual Holiday Art Sale

Information Session
Fall 2024



Fall 2024
Holiday Art Sale

35th Annual Holiday Art Sale

The 35th Annual SAIC Holiday Art Sale is sponsored by
CAMPUS LIFE

This year's Holiday Art Sale will take place in
MacLean Ballroom

On the day of:
Friday, November 22nd, 2024, 11am - 8pm
The Holiday Sale **will be open to the public**

*currently enrolled, full-time, degree-seeking students of SAIC are eligible to sell and show their work in the 2024 Holiday Art Sale.



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Goals as an artist:

- Branding yourself as an artist
- Understanding how to price your work (factoring in time, material costs, quality)
- Developing salesperson skills
- Earning money for your art

What to sell...

- Any original work made by you (e.g., photographs, paintings, prints, sculpture, hand-painted fabric, jewelry, accessories, etc.)
- You may not sell the work of others (i.e. not made by you) at your table (including that of other SAIC students who are not participants in the sale).
- If you collaborated with someone else on work you are selling, please make sure to get your collaborator's permission (preferably in writing) to sell this work.
- The sale is not intended to serve as a venue for performance, taking special orders/commissions, and/or to simply show work. **You must sell actual work.**



About the proceeds...

- Participating students receive 100% of the proceeds.
- All transactions must occur at the designated cash registers.
- You **may not** accept payment directly at your table.



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The Application Process

- Applicants must complete an informational session in order to receive access to the application. Once the information session is complete, a link to the online application will be sent to your saic.edu email within 24 hours.
- Applications sent must be completed by **Sunday, October 6th, 2024 at 11:59pm CST!**
- Late applications will **not** be considered in the lottery process and will be added to the end of the waitlist.
- Participants will be notified of their admission into the sale and their space claim or waiting list number by **5:00pm CST, Tuesday, October 8th, 2024.**
- Admission into the sale is determined by a weighted lottery system, based on semesters completed at SAIC. There is a limited number of spaces available, so we want to make it clear that who is chosen to participate is **solely** based on random selection, **not** opinion or judgment.



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Price + Displays Workshop

To better help you understand the mechanics of selling your artwork, you will be required to attend one of three Pricing and Display Workshops offered. The Pricing and Display workshop is a mandatory workshop that is offered multiple times to allow students to choose a session that is most convenient for their schedule. Please pick ONE of the following to attend:

Pricing & Display In-Person Workshop #1: Friday, October 11th, 2024 at 12:15PM, Sharp 205 SLS

Pricing & Display In-Person Workshop #2: Wednesday, October 16th, 2024 at 11:30PM, 280 Building Rm 216

Pricing & Display In-Person Workshop #3: Monday, October 28th, 2024 at 3:30PM, MacLean Rm 707



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The Space-Claim Process

- Admitted participants must attend the space-claim meeting on **Friday, November 8th, 2024** at **11:30am** to determine which table they will occupy during the sale.
- If unable to attend the space claim event, participants are welcome to send a proxy to choose their spot in the sale. **Notify** Betsy and Leah that you will be sending a proxy.
- Spaceclaim numbers are assigned by a **random** lottery.
- The Space Claim will take place in the **MacLean Ballroom from 11:30am-1:30pm CST.**



The Deadline

- The deadline to drop from the Sale without penalty is **Friday, October 25th, 2024 at 4:00pm CST.**
- Each year there is a long waitlist of students eager to participate in the sale. In order to give people on the waitlist a fair amount of time to prepare, please let Campus Life know as soon as possible if you intend on dropping from the sale.

** participants who drop after this deadline may be ineligible to participate in future Art Sales*



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Leading up to the Sale

Advertising the Sale is an important aspect of this Sale to be successful.

- Emails and communications will be sent through electronic channels, as well as printed materials to Internal audience (SAIC & AIC students, faculty, and staff)
- As this sale will also be open to the public, additional flyers and publicity will be distributed for public awareness.
- You are the biggest advertiser! Use your social media platforms to promote the sale and your art work!



Set Up

All participants **must** attend the mandatory set-up date on **Thursday, November 21st, 2024** from **4:00-9:00pm CST** in the **MacLean Ballroom**.

THIS IS THE ONLY TIME YOU HAVE TO SET-UP

Failure to check-in prior to 6:00pm could lead to forfeiting your space.



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Set Up (continued)

Campus Life-provided materials for each table include:

1 x tablecloth

2 x chairs (1 per person)

2 x easels (1 per person)

Participants must adhere to all SAIC policies and display guidelines as outlined in the application packet and pricing and display workshops:

- No art can be attached or lean against walls, columns, railings, etc.
- All work must be dry

You may **NOT** run extension cords across walkways or aisles.



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During the Sale

The 35th Annual Holiday Art Sale will take place in the **MacLean Ballroom** on **November 22nd** from **11:00am-8:00pm CST**.

You, OR a designated representative **must** be present for set-up/clean-up and to stay with and sell your work at all times.

Campus Life staff is unable to watch your table or sell your work during the event. Plan to be with your table through the duration of the sale.

However, please be sure to take breaks throughout the day. We recommend that you and your tablemate watch/sell at the table while the other person takes a break and then vice versa OR you may ask a friend to sit at your table for you while you take a break. If the latter, just make sure that your proxy knows the sales slip process and the general pricing of your work.

Security will be staffing the MacLean Ballroom at all times, but is **NOT** responsible for your work. SAIC is not liable for lost, stolen, or damaged materials before, during, or after the Sale.



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During the Sale (cont.)

You will fill out the sale slips (one per customer) and include your name, table number, item, quantity and price.

The patron will bring the slip to pay for the merchandise at the cash register and bring back two copies. The white copy is for Campus Life to process your payment. Campus Life will stamp “PAID” to all receipts.

Sales tax will be processed at the register

The patron will return with the receipt stamped “PAID” and you will give the item to the patron. You will keep the yellow copy.



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What we do/don't provide for wrapping...

What we **do** provide:

- Brown wrapping paper
- Tape
- Bubble wrap
- Merchandise paper bags

What we **don't** provide/fund:

- Personalized wrapping
- Personalized carry-out (bags, boxes, etc.)



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Clean Up

Clean up will occur on **November 22nd, 2024** from **8:00-9:30pm CST** immediately following the Sale.

Participants are allowed to:

- Trade with other artists at this time

Participants are **responsible for**:

- Removing **all** remaining work from your table and the space
- Cleaning table area and removing trash
- Folding your tablecloth and returning it to the designated area
- Disassembling your easel and returning it to the designated area in its original bag



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After the Sale

Campus Life will notify you when you may pick up your check from the designated location. In general, it takes approximately 2-3 weeks to process the payment.

Please note: In order to print your checks, you must update your preferred mailing address in SAIC Self-Service to match the address listed on your application.

**You will receive 100% of the sales of your work before tax*



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Mandatory Quiz

Participating students who did not attend the virtual info session, **must** complete the online quiz in order to receive access to the Art Sale application.

80% or better = passing score

After you have completed the quiz, you will receive a link to the online application within 24 business hours. The link will be sent to your SAIC email address. If you do not pass, you may take the quiz again.



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For any further questions/concerns, please contact:

Leah Duval

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