

Dear valued artist,

We are excited to invite you to participate in Pratt Fine Arts Center's 2009 Holiday Art Sale! This annual event is one of the Northwest's largest fine art sales of the holiday season; collectors and gift buyers alike come for the unique items offered at Pratt's Holiday Art Sale.

The Holiday Art Sale provides patrons with an exceptional selection of art and gifts including handmade glass, sculpture, jewelry, paintings, prints, ornaments and functional objects.

- ~ In order to assure the quality of work offered at the sale and ensure that your work is shown alongside works of similar caliber, a select group of artists, instructors, board members and staff will jury all submissions for inclusion.
- ~ We have determined that items between \$20 and \$300 are the most successful sellers, so we are asking you to make sure all submissions are roughly within that range.
- ~ We are moving the Holiday Art Sale to 1800 S Jackson St. in the new Legacy at Pratt Park building and submissions will be limited to fit in this smaller space. Please read the Artist Guidelines carefully for details.

In addition to generating income for you, your participation in the Holiday Art Sale also helps support Pratt Fine Arts Center, the largest year-round, multi-disciplinary arts center in the Northwest. Proceeds from the sale of all items are split between the artist and Pratt, offering detail-oriented artists a 60/40 split (see Artist Guidelines for specifics)!

Please carefully review the enclosed Artist Guidelines for more detailed information, instructions and restrictions. If you have any questions, feel free to contact me at [bclark@pratt.org](mailto:bclark@pratt.org) or 206.328.2200 ext 267. Thank you, and I look forward to seeing you in November!

Sincerely,



Brandi P. Clark  
Events Manager

# 2009 Holiday Art Sale Artist Guidelines

◆ **IMPORTANT CHANGES – PLEASE READ!!** ◆

## THINGS YOU WANT TO KNOW

### ❖ When do I drop-off my artwork for the sale?

~ Artwork check-in is 12-5pm on Monday, November 16<sup>th</sup> - Wednesday, November 18<sup>th</sup> and 12-7p on Thursday, November 19<sup>th</sup> and Friday, November 20<sup>th</sup> at 1800 S Jackson St. in the new Legacy at Pratt Park building. **PLEASE LOOK FOR SIGNAGE DIRECTING YOU TO THE ART CHECK-IN AREA**

### ❖ When is the sale?

~ The sale runs from December 5<sup>th</sup>-13<sup>th</sup> at 1800 S Jackson St. in the new Legacy at Pratt Park building. The sale is free and open to the public. The Opening Night Party is Friday, December 4<sup>th</sup> from 7-10pm and admission is \$20.

### ❖ How many items may I submit?

~ We have limited space in our new location, so please respect the following limits:

- o Jewelers – submissions will be limited to 25 pieces
- o 2D Artists – hanging submissions will be limited to 10 and shrink-wrapped submissions will be limited to 25
- o Metal & Glass artists – submissions will be limited to 5 pieces 12" or larger and 25 pieces smaller than 12"

### ❖ How will I know if my work has been accepted?

~ We feel the sale of your work can only be benefited from being shown among other pieces of similar quality. A select group of artists, instructors, board members and staff will review all submissions to make sure your work is shown in an atmosphere of consistent excellence. If your artwork is not accepted as part of the Holiday Art Sale, you will be notified by letter before December 4<sup>th</sup>.

### ❖ How do I get paid?

~ Artists will receive 60% commission within 30 days of the end of the sale **if the following guidelines are followed** (if all of the guidelines are not followed, the split will be 50/50):

#### ① All paperwork and labeling must be completed before your arrival at check-in.

##### • List and briefly describe *each item individually* on the inventory form.


Use descriptive words and colors for easy identification. Be sure to complete the "Price" column (this price will be split between you and Pratt when the item sells). *If you are filling out the form by hand, please do so neatly.*

##### • Fill out and return the IRS W-9 form if it is not already on file.

##### • Label your artwork: You must provide your own labels.

Please write your first initial and last name, corresponding number from your inventory form and the price of the item on your labels and place the label on the artwork where it will be easily seen by shoppers, but in a place that does not distract from the artwork. Examples: for wall-mounted art, place the label near the bottom right hand corner of the artwork. *If you are hand-labeling your work, please do so neatly.*

SAMPLE LABEL (Not actual size required):

	B.Clark #45 \$25
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#### ② Artwork is turned in during the specified check-in dates and times unless other arrangements are made in advance by contacting Brandi Clark.

#### ③ All artwork is boxed for storage upon arrival. Pratt will not provide packing materials for artists. If your art is not packaged, it will not be accepted. Your original packaging will not be returned to you unless boldly labeled with your name and phone number.

#### ④ Unsold items are picked up between Thursday, December 17<sup>th</sup> and Tuesday, December 22<sup>nd</sup> from 9am to 4pm at 1800 S Jackson St. Please avoid calling to see what artwork is still here. Your artwork will be inventoried for you by Pratt. If you are unable to check-out during these times, you must call Brandi to make an appointment. **Commission checks will not be mailed until your artwork is picked up.** **If you do not pick up your artwork by December 22<sup>nd</sup>, your commission will be reduced to 50%.**

## THINGS YOU NEED TO KNOW

- ❖ Artwork check-in and the Holiday Art Sale will be located at **1800 S Jackson St. in the new Legacy at Pratt Park building.**
- ❖ Artwork may only be submitted by the artist. You may not submit other people's artwork.
- ❖ **Jewelers:** We encourage you to bring your own display case(s) for us to incorporate in the sale. Please clearly label any display items with your name and contact information to ensure their return. All earrings must be mounted on cards. We cannot accommodate gift boxes, fabric pouches, or other custom gift packaging for your specific jewelry items, unless it is part of the display.
- ❖ **2D Artists:** All 2D work must be ready to hang with the proper wire or hanging apparatus for that particular piece or be matted and shrink-wrapped. If you are bringing matted or shrink-wrapped items, please bring the proper display stands. We accept original works of art only - no color photocopies, Giclee or commercial prints, digital computer prints/images etc. All holiday cards should be original works of art and should be accompanied by a display stand.
- ❖ **Metal and Glass artists:** Unstable, fragile, or sharp edged sculpture may not be accepted (at Pratt's discretion). **PLEASE NO GARDEN ART.**
- ❖ **Inventory Display (all mediums):** If we run out of your work, we will contact you to see if you have additional pieces. Artists will not be allowed to show up and display or re-stock their work.
- ❖ **Shipping and Handling:** If artists are not local, we will accept shipments by mail (completed inventory forms must be included). Artists are responsible for any items broken during shipment and return shipping costs of unsold items.
- ❖ **Artwork left at Pratt for more than 60 days following the last day of Holiday Art Sale, will be considered abandoned by the artist and will become the full property of Pratt Fine Arts Center.**
- ❖ Commission checks will only be issued to the name and address listed on the IRS W-9 form. Please make sure this information is complete and correct. If payment is to be made to your business, please specify this. Checks will not be issued until unsold items have been picked up and we receive a W-9 form from you. While only the total annual income in excess of \$600 will be reported to the IRS, Pratt is obliged to keep a current W-9 on file for all those to whom it will be writing commission checks. Artists whose income from Pratt in 2009 meets the \$600 requirement will receive a Form 1099 by January 31, 2010.