

Yuletide Treasures 2022

Barcode orders MUST be received by Friday, October 7, 2022

Email: giftshopandyuletide@gmail.com

Drop off dates by APPOINTMENT ONLY!

Wednesday, October 26, 10:30 am – 4:00 pm

Thursday October 27, 10:30 am – 4:00 pm

Friday October 28, 10:30 am – 4:00 pm

Saturday October 29, 10:30 am – 2:00 pm

Installation is Monday, October 31, 12:30 till 3:30 pm.....NO work will be received this day.
The show officially opens Wednesday, November 2, 2022

2nd drop off date is Friday, December 2, Noon - 4:00pm. Appointments are required. Call or email Yvonne

Work will be displayed when space becomes available.

ALL members exhibiting in this show are required to work a minimum of 4 hours in some capacity to support the show.

This is in addition to your normal yearly 4 hour obligation as a gallery exhibitor.

Non-members must contact Yvonne Thompson (630-966-9616) for entry approval before paying entry fee of \$25.

Entry is free to members.

Please read these instructions for entry into this show.

1. Order barcodes by October 7th (form attached).
2. You will have to make an appointment to bring in your work. Please contact Yvonne early October to set your time slot. If you miss your time slot, you will have request a new appointment. (if one is available)
***Please be mindful of your time slot, as this time has been held for you.**
3. Please wear a mask (covering mouth AND nose).
4. *Be prepared to wait while your items are checked in by our helpers.*
5. Take all of your boxes/containers back home with you.
6. Your inventory sheets are pre-numbered and the first 2 Inventory sheets are attached. Add these inventory numbers to your barcode. Barcodes are **300** followed by your 3 letter code.
Do not use any 301 barcodes they are for the Gift Shop only.

Members need to volunteer at least 4 hours to help-in any of the following ways or call Yvonne Thompson (630-966-9616) for alternative options. Your volunteer time is instrumental to Yuletide Treasures success.

YULETIDE TREASURE VOLUNTEER OPPORTUNITIES:

1. Help the Yuletide team set up the display tables/shelves/racks under Yvonne's direction.
Tuesday October 25, 1pm-5pm.
You will be doing a lot of carrying and walking in the gallery!

2. Inventory check in.Wednesday, October 26 thru Saturday, October 29

2 volunteers needed each shift:

Morning (10:00 am – 2:00 pm)
Afternoon (1.30 pm- 5:00 pm)
Saturday (10:00 am – 3:00 pm)

3. Help hang the show.....Monday, November 2, 12.30pm till about 3.30pm
5-6 volunteers needed.
4. Delivering flyers to local businesses and retirement homes.
Need to do a lot of walking!
5. Cleaning, before, during and after the show.
6. Packing up the show Wednesday, December 26, 12.30pm.

Call me at 630-966-9616 or email giftshopandyuletide@gmail.com if you have questions or need to sign up early.

Barcodes must be ordered by email by midnight Friday, October 7.

Barcodes

- * Be careful not to fold or crease the barcode or it will not scan and you may miss out on a sale!
- * You must write the price and an inventory number on each barcode.
- * Copy these onto your inventory sheet. They have been pre-numbered for your convenience.
- * Ordered barcodes can be picked up from the front desk on Saturday, October 15.
- * No entries will be accepted without the correct barcodes and a completed YULETIDE TREASURES inventory sheet.
- * Do NOT scan or copy the barcode labels. All barcodes must be printed by DPAL.
- * Barcodes must be used on ALL pieces. They will start with 300 as the prefix, followed by your personal 3 letter code.

Inventory Sheets

- *Your YULETIDE TREASURES pre-numbered inventory sheets are enclosed in this packet.
- * It is suggested that you make a copy for your own records. Original inventory sheets stay at the Art League, even after the show closes.
- *If you have to remove items before the show closes, please inform Yvonne 630-966-9616

Disclaimer

- * Fill out a new disclaimer sheet and bring in with your work. Remember, do not use copyrighted material. Team logos, likenesses to trademarked products are not accepted.

Appointments

- *Please arrive for your appointment promptly.
There are a limited number of time slots and if you miss yours, there might not be another available.
- *Allow a minimum of 30 minutes for our staff to verify your entries.
- * We accept fine art, fine crafts and unique gift items of good quality. (See enclosed Criteria listings)
- * No items that have been entered in 2 past Yuletide Treasures shows and didn't sell will be accepted.

Commission and Payment Checks

DPAL's deducts a 25% commission from all sales. Artist checks will be mailed mid January. It is the artist's responsibility to report income and pay any required sales tax on their sales. (Wheaton is 8.25%). We are extremely careful with your artwork, but the DuPage Art League is not responsible for damage or loss of items left in our care. It is suggested that Exhibitors should insure their own artwork.

Yvonne Thompson 630-966-9616 email: giftshopandyuletide@gmail.com

Show Criteria

You only need to read the following criteria which pertains to your specific type of artwork.

FRAMED/WALL HANGING ARTWORK.

LIMIT 9 pieces, this includes any work you already have in the Gift Shop

- * Only original artwork/signed limited edition prints in frames. Gallery wrapped canvases are allowed.
- * Wall hanging artwork (any medium) or framed artwork is restricted to 8 pieces priced at no more \$150, 1 piece no price limit. Total 9 pieces. Maximum size 16" x 20" (inside the frame dimensions)
- * No saw tooth "keyhole" hangers. Wrap all raw wire ends with masking tape.
- * Complete a Name/Date/Medium self-adhesive label and attach to the back of your artwork.
You may double the sticker over the hanging wire.
- * Attach the completed Yuletide Treasures Gallery card & barcode to hang from the LOWER RIGHT CORNER..

PORTFOLIO /MATTED ARTWORK

LIMIT 12 pieces, *this includes any work you already have in the Gift Shop*

- * We only accept Portfolio artwork that will fit a standard retail frame size for this show.
- * Attach the completed barcode label to the **FRONT, UPPER RIGHT CORNER** of your matted piece.
- * Hand write your inventory # and price on the barcode label.
- * Portfolio artwork must be matted, have a stiff backing and packaged in acetate bags.
- * Maximum accepted size (outside mat dimensions) is 22" x 28".
- * The maximum price is \$125.00.
- * Attach a Name/Date/Medium self-adhesive label and attach to the back of your artwork or double over the hanging wire.
- * Portfolio art is sold as a Print, unless otherwise labeled.

FREESTANDING ART (Pottery, Wood, Glass, Sculpture)

Various limits, please contact Yvonne

- * You must label bowls, plates, vases, and drinking vessels if NOT waterproof, microwave, or food safe. Please attach instructions, if special care is required.
- * Purchased furniture or home decoration items, i.e. wine glasses, boxes, stools, etc., must be painted or decorated with a completely original design of your creation.
- * Attach the barcode label to the item or to a string tag.

CARDS, CALENDARS AND BOOKS

- * Limit 100 single cards or packs, no more than 5 of each design.
- * Limit for calendars or books, no more than 5 of each title or design. Total 30
- * Attach your barcode label firmly to the ***front*** of packaging or item.
- * Cards must be packaged in acetate bags or in commercial quality shrink-wrap (Members may purchase single bags from the Front Desk. If you require more than 25 bags, you should purchase them direct from a supplier (we use www.clearbags.com)
- * If the pack holds more than one card, please list quantity on the package.

******* Note to exhibitors. Single cards sell better than packs.**

TEXTILES

- * You cannot use Copyright protected patterns.
- * If the work is your design, but manufactured by another company this **MUST** be stated
- * Use a string tag to attach your barcode label to your entry by a small safety pin, if necessary, to attach it securely. Do not stick the barcode directly on your textiles. It will fall off!
- * Include washing instructions for wearable items.

JEWELRY

No Limit, but depends on how much we can display for each member. If you are willing to have your work out on open display **DPAL** will be able to display more items.

- * Attach your barcode label firmly to the **front** of packaging or presentation box. If none, attach Barcode label to your artwork with a DuPage Art League string tag.
- * Jewelry must be designed, constructed, manipulated, or assembled into an ORIGINAL piece. Submitted items must be entirely your work.
- * No copyright protected commercial molds or patterns.
- * No pre-assembled settings or straight strung beads.
- * We will accept purchased beads used for Peyote or loom weaving, but only when assembled into a piece made from your own design. We will not accept a piece made from a purchased pattern.
- * You may use beads in place of chain, but you must fabricate the focal point of the piece.
- * We will refuse poorly constructed items.
- * "Found object" or recycled material jewelry must use the material in a unique manner, altering the items from its original use.
- * If jewelry is constructed partially, but not entirely, from Sterling Silver, you must note this on the display card or tag. i.e. Sterling Silver pendant on Silver Plated chain.
- * List ingredients, where possible, and any usage instructions.
- * Package securely to prevent spills, leakage, or color bleeding.

ORNAMENTS

- * Every ornament must have a secure display hanger/loop and a firmly attached barcode label. We will refuse ornaments without a hook or way to hang.
- * You may attach a SMALL information or name tag to your piece (no larger than address label size). Customers like to know about the artist who made the ornament, especially when purchased as a gift. Including information on medium material or construction. Attach your barcode label to the back of the tag.
- * There is no limit to the number of ornaments you may enter, but space may dictate the number of items that can be displayed.

*******If you have a unique item not listed here, please call Yvonne, BEFORE you bring it in!**

Liability

The DuPage Art League, its officers and its members are not responsible for damage or loss, regardless of cause, to any or exhibitor's property. All possible care is taken to safeguard works of art. Submission of work in any category constitutes acceptance of the above conditions. Failure to accept these conditions will result in disqualification from exhibiting. Artists are encouraged to carry their own insurance on their work.

QUESTIONS? Call or e-mail

Yvonne Thompson 630-966-9616

email: giftshopandyuletide@gmail.com

DPAL Yuletide Treasures Barcode Request Form

Artist Name..... 3 Letter code..... Phone #.....

I will need (insert quantity) Barcodes for Yuletide Treasures.

I will have (insert quantity) Wall hanging pieces

I will have (insert quantity) Portfolio/Matted pieces.

I will need (insert quantity) Barcode string tags to tie on my pieces.

I will work the hours required to enter this show as:

- Set up the display tables/shelves/racks under Yvonne's direction. **(Tuesday October 25, 1pm-5pm)**
- Inventory Checker **(Wednesday, October 26 thru Saturday, October 29)**
Morning (10am - 2pm), Afternoon(1:30 pm- 5:00pm) **or** Saturday (10am - 3pm)
- Install the show **(Monday, October 31, 12:30 pm till about 3:30pm)**
- Cleaning before, during, and after the show
- Delivering flyers to the local area business and residencies
- Help with show break down **(Tuesday, December 28, 12.30pm)**
- Put me where you most need help

Signature..... Artist Code.....

Dated.....

Mail or email this completed form to Yvonne Thompson by Midnight Friday, OCTOBER 7, or risk being excluded from the first drop off

Email: giftshopandyuletide@gmail.com

Phone: 630-966-9616

Mailing Address:

110 S. Hankes Road,

Aurora, IL 60506

Bring this form in with your items, not before.

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Gift Shop and Yuletide Treasures

218 West Front Street

Wheaton IL 60187

Disclaimer 2022-2023

Artist Name..... 3 letter code.....

Phone #..... Email.....

I declare that all my work entered in the DUPAGE ART LEAGUE'S Gift Shop or Yuletide Treasures show to be original and only of my creation. Any reference material I used was my own or was free of any Copyright or Trademark infringement. Any infringement will be referred to myself and not the DuPage Art League.

I have read and promise conform to the Yuletide Treasures Criteria/Activity schedule. I have signed and agree to the terms of the disclaimer.

Dated.....

Signed.....

Office use only

Gift shop exhibitor.....

Yuletide Exhibitor.....

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dupageartleague

Yuletide Treasures Inventory Sheet 20.....

Date.....

Checked in by.....

Artist Name.....Tel#.....3 Letter code.....

Checked out by.....

Address.....

Blank	invent #	DESCRIPTION OF ITEM	Quantity	Price	Removed date
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				

*Please make sure all work has a barcode label including inventory numbers and price. Items should be priced only in 25 cent increments, with nothing priced less than \$1.

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Yuletide Treasures Inventory Sheet 20.....

Date.....

Checked in by.....

Artist Name..... Tel#..... 3 Letter code.....

Checked out by.....

Address.....

Blank	invent #	DESCRIPTION OF ITEM	Quantity	Price	Removed date
	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				
	26				
	27				
	28				
	29				
	31				
	32				
	33				
	34				
	35				

*Please make sure all work has a barcode label including inventory numbers and price. Items should be priced only in 25 cent increments, with nothing priced less than \$1.