

Use this guide to prepare, label, pack, and deliver your work for Yuletide Treasures 2026. Following these instructions helps volunteers receive your items, display them correctly, track sales, and return unsold work after the market.

1. Commission and volunteer requirements.

Non-members must pay a \$25 entrance fee. A 25% commission on all sales supports the DuPage Art League, a nonprofit organization. Artist checks, less the 25% commission, will be mailed in mid-January. Each artist is responsible for reporting income and paying any required sales tax. Artists are asked to volunteer for four hours in support of the show. The volunteer coordinator will contact each exhibiting artist to schedule volunteer assignments.

2. Market Rules – Categories – Quantity Limits

- Only original work and designs are allowed.
- Submit only finished, clean, dry, sale-ready work. Items must be safe to handle and appropriate for public display.
- Copyright and protected patterns are not allowed.

Use the category table to find your type of work, quantity limit, and related display, safety, or packaging requirements.

Because display space is limited, not all accepted items may be displayed at once. We will replenish items as needed throughout the market.

Category	Quantity or Size Limit	Display, Safety, or Packaging Requirements
Items with Quantity Limits		
Wall-hanging items and artwork	Maximum combined measurement: 126 inches. Each individual piece may be no larger than 20" x 20". To calculate each piece: add the length plus the width. Examples: • One 8" x 10" painting = 18 inches. • Seven 8" x 10" paintings = 126 inches. • Three 16" x 20" paintings = 108 inches; plus one 8" x 10" painting = 18 inches; total = 126 inches.	Each piece must have hanging wire. Tape all raw wire ends for safety. Sawtooth and keyhole hangers cannot be used with our hanging system.
Textiles	Large items, such as blankets and quilts, are limited to 6 pieces.	String tags are recommended because adhesive labels may fall off. Include washing and care instructions.
Jewelry	Up to 125 pieces in acetate bags. Up to 50 free-hanging pieces.	Copyright-protected commercial molds or patterns may not be used. Most pieces are displayed in the open. Artists enter precious stones and findings at their own risk.
Cards, books, and calendars	Cards are limited to 80 single cards or 8 packs, with no more than 4 of each design.	Cards must be packaged in acetate bags or commercial-quality shrink wrap. If a pack contains more than one card, list the quantity.
Items with No Quantity Limits		
Ornaments, wreaths, magnets, bookmarks, and pocket hugs	No limit.	Ornaments must include a loop or hook for hanging. Small-item displays may vary and may include baskets or decorative containers.
Pottery, glass, and ceramic items	No limit.	Original designs only. Commercial molds are not allowed. Handmade molds are allowed. Label all items for use and safety, such as food-safe or microwave-safe.
Home décor, candles, and woodworking	No limit.	Assembled pieces must be original designs. Items must be handcrafted or made from natural materials, such as pinecones, acorns, greenery, carved pieces, or seashells. Candles must identify the wax type and include a safety label.

3. Labeling – Extremely Important

Requirements for product labels

DuPage Art League will not provide product price labels, so please design and print your own. You may choose the label size that works best for your items. Labels should be printed rather than handwritten. If needed, you may handwrite your inventory number and price but make sure both are easy to read. The sample below shows the required information.

Note: 300 plus your three-letter code is the SKU number for your items in our POS system. This is how we track your sales.

If any required information is missing, we may not be able to enter your items in the show.

	YULETIDE		
last name, first name	KEMP, Wilda	300_ KEW	300_ your 3 letter code
	# _____	\$ _____	

Need some help?

If you need help creating labels, email Wilda Kemp at wildakemp@gmail.com with your full name and three-letter code. Wilda will email you a label template that you can print at home. If you do not have access to a printer, you may ask a friend or relative to print the labels or have them printed at an office supply store.

5. How to Pack Items for Delivery

- Pack items in sturdy cardboard boxes only. We do not have storage space for totes or specialized containers.
- Put your name on each box. If you use more than one box, number each box.
- Use packing materials, such as bubble wrap, tissue, cardboard dividers, or padding, to protect fragile work.

6. What to Include at Drop-Off

- One printed inventory sheet that matches every item label.
- A signed copy of the DuPage Art League 2026–27 disclaimer form.

7. When and Where to Drop Off

Drop-off dates and times: October 29 and October 30, 9:30 a.m. to 5:00 p.m.

Drop-off location: DuPage Art League, 218 West Front Street, Wheaton, IL 60187

Plan to arrive during the assigned receiving window. If you cannot drop off during the scheduled time, contact the market coordinator at dpalyuletide@gmail.com to ask whether an alternate arrangement is available.

8. Volunteering

Thank you for helping make Yuletide Treasures a success. Artists are asked to volunteer for four hours in support of the show. The vendor coordinator will send out a list of volunteer opportunities so you can choose a shift or task that works well for you.

9. Replenishment and Second Drop-Off

A replenishment and second drop-off is scheduled for December 1 from 9:30 a.m. to 4:00 p.m. at the DuPage Art League. The same packaging, labeling, and inventory requirements apply to all replenishment items. Please make sure any added items are listed on an updated inventory sheet and match the product labels exactly.

10. End-of-Show Pickup

Artists must pick up unsold work at the end of the show. Pickup dates and times are TBD and will be shared when they are available. Items not picked up during the scheduled time may require an alternate arrangement with the market coordinator.