

Phoenix College
HOLIDAY ART SALE INFORMATION
December 5th & 6th 2018

1. The Holiday Art Sale benefits our artist community and Eric Fischl Gallery's operations. The gallery is an integral part of the Department of Fine and Performing Arts at Phoenix College. The gallery has an international scope with a focus on local art. In keeping with the educational mission of Phoenix College, the gallery is also a teaching environment for visual art and art history students and students studying the business of art.
2. The sale takes place in the Eric Fischl Gallery, Art 231.
3. Current students, faculty, and staff from Phoenix College are invited to participate in this sale. No outside vendors are allowed.
4. All works submitted must be the artist's own work. No commercial products will be accepted for sale.
5. All work must be made and/or assembled by the artist and ready for display. Keep in mind that matted photographs should fit standard size frames. Presentation is the key to successful sales!
6. The art department handles all promotions and installs the art work/crafts.
7. All artwork and crafts is accepted on a first-come basis the day of the set-up. Space is limited, but we will try to accommodate as much work as possible. During the course of the sale, the display will be rearranged periodically in the interest of maximizing the display.
8. Bring artwork to the Eric Fischl Gallery, Art 231 on December 3 and 4 from 10:00 am to 6:00 pm. Use the attached inventory sheet to list all artwork for sale and bring the inventory sheet along with your artwork. Please make a copy of the inventory sheet for your records.
9. Make sure each item is tagged and marked with:
 - Artist's ID (your 3 initials)
 - Item number from the inventory sheet.
 - Price in whole dollar amounts only.
 - (Example: RLH, #1, \$5.⁰⁰) This is how we match your item # to your sales sheet. We are not responsible for mis-matched items. The item number should correspond to the number on the inventory sheet.
10. Phoenix College does not have insurance coverage for exhibits; therefore, it is the responsibility of the individual artist to carry insurance for the show, if they want to be insured. Reasonable care will be exercised to ensure the safety and proper handling of artwork during the sale.
11. The Eric Fischl Gallery charges a twenty percent commission fee on each sale to support gallery operations.
12. All artists must [register online as a vendor with the Maricopa County Community College District](#). Chrome and Firefox work best to access the vendor portal. If you are having trouble accessing the vendor portal, try clearing your cache (browser history) or try using another browser. Assistance with registration will be provided in the Eric Fischl Gallery on December 3 during artwork submission hours.
13. Depending on how you registered, you will receive a check for sales or funds will be direct deposited. Payment takes one to two weeks. If you do not receive payment within two weeks, please contact Lisa Saper-Bloom at Lisa.saper-bloom@phoenixcollege.edu.
14. Phoenix College Art Department reserves the right to remove artwork for any reason.
15. The sale occurs on December 5 and 6 from 11:00 a.m. to 7:00 p.m. All sales must be finalized at the end of the day on Thursday, Dec. 6 at 7pm. No sales can be made after this time.
16. Participants must sign-up to help during the event. A minimum 1-hour commitment is expected. More volunteering is appreciated. A sign-up sheet will be available during drop-off to volunteer.
17. Unsold work must be picked up on Friday, December 7th from 9:00 am to 3 pm.
18. For more information, contact: Rudy Navarro at Rudolph.navarro@phoenixcollege.edu, or Tiffany Bailey at tiffany.bailey@phoenixcollege.edu

NAME: _____ PHONE: _____ Initials: ____ _

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