



2014 Holiday Trunk Show

At

Gallery Gifts

Inside the Hammond Regional Arts Center

November 29th – December 20th

Dates:

November 29th – December 20th We will have a standard reception-style opening on the 5th of December. The week leading up to it will be available for setup. Monday November 24th thru Wednesday the 26th from 1-5 pm, the gallery will be available to all artists who need time to set up their space. All items must be picked up by the close of business on Saturday the 20th, as the Art Center and Gallery Gifts will be closed until the new year, and when we return we will be immediately setting up for our first exhibition of 2015. We would prefer artists wait until the 20th to remove their art, however we will make exceptions on a case-by-case basis for pickup earlier that week if absolutely necessary.

Each Artist:

We are asking each participating artist to provide their own display items such as table, display racks, easels etc. Artists will be responsible for setting up and tearing down their own display. If you need a table for your display, we ask that you bring your own as we have a very limited quantity of tables. Please bring a solid white full-length table cloth for your table to help us create a consistent look throughout the gallery. Each artist will be assigned a maximum of 8' x 4' area of space in the gallery. If you require wall space, you must notify the gallery gifts coordinator so that an 8' or 4' section of wall can be reserved for you. Wall space is limited and is assigned on a first come first serve basis.

Artists must provide a full inventory and price list of any items being left for sale. This will be done through a standard Gallery Gifts contract with the usual 35% commission taken from every sale.

We encourage every participant to create a single page 8 ½ x 11" describing their art/process/works to help inform customers about what makes your pieces unique and desirable, especially for the gift-giving season. If you do provide this page, please also provide a display for it. A stand-up Lucite frame, or even just a clear page protector to keep the information clean and legible is preferred.

Volunteers:

Artists are NOT required to be on hand daily to sell their works. That will be handled by HRAC staff. However, volunteers who wish to help out will be welcomed and highly appreciated!