

SUBMISSION GUIDELINES for the 2010 EOH Holiday Sale

Drop Off Requirements:

If you want to avoid shipping your work you may drop it off at the Earlville Opera House Art Gallery (18 East Main Street, Earlville).

Drop Off Hours are: Wednesday November 17th – Friday November 19th, 10am-5pm.

Please don't forget that all work *must* be delivered to the Gallery no later than **5pm on Friday November 19th**! Thanks!

We will have flyers and postcards available; we hope you will take some and help publicize the sale. Thank you again!

Pricing and Inventory:

When you bring in your work, we ask that you will have already completed the inventory sheet (we can e-mail a digital form for you to fill in Excel or download the pdf on the EOH website to fill in by hand) —**your submission should include:**

1) An inventory list of all submitted work that includes an item number and price for each piece. If you bring more than one box, please consider a separate inventory sheet for each box. Label your boxes with your name if you would like them returned.

2) All sale items must have a tag that includes price, inventory I.D. number, using your initials. (Framed art should have this on the back.) This is important so that you get credit for the sale at the time a volunteer makes up the sales slip for the customer. EOH cannot be responsible for errors caused by prices falling off so please be sure things stick.

3) Please group items of similar nature and price as one inventory I.D. For example: If you were selling 10 uniquely decorated journals for \$15.00 each, you would format your inventory list so that all of the 10 journals, have the same inventory ID starting with your initials. If your name was “Dizzy Curls,” you would use initials DC and add the item number. Your inventory listing would look something like this:

| Quantity | Item ID | Description of Item | Price Per Item |
|----------|---------|---------------------|----------------|
| 1 | DC- 1 | Note cards | \$4 |
| 10 | DC-2 | Decorated Notebooks | \$15 |

4) Please note also that the Gallery's commission is 25%, so please price your work accordingly--include the commission in your price!

PICK-UP REQUIREMENTS:

You may pick up your items on Thursday January 6, 2011 from 10am-5pm or by special arrangement.