



Center for the Arts Evergreen

"Bringing the Arts and the Community Together"



Holiday Show and Gift Shop

CALL FOR ART

November 18 through December 26, 2017

Opening Reception: November 17, 4:00 – 7:00 pm

Online Entry Deadline: October 3, 2017

Mail In Entry Deadline: September 29, 2017

The Center for the Arts Evergreen (CAE) is pleased to present the **15th Annual Holiday Show and Gift Shop** in our brand new facility at 1318 County Road 65 in Evergreen. CAE features unique, handmade gift and holiday items from local and regional artists in a cohesive, mixed retail display. The new facility will accommodate a bigger and better space for this holiday shopping experience, which means more artists and more items can be included. During the Holiday Show and Gift Shop, CAE will alter gallery hours to be open Monday – Saturday, 10:00 am to 5:00 pm with extended hours to 7:00 pm on Wednesdays to allow for more shoppers.

We are seeking handmade items in all media suitable for holiday shopping: ceramics, digital art, edibles, fiber, glass, holiday-themed items, jewelry, metal, mixed-media, painting in all media, paper, photography, printmaking, and wood. All artwork on the premises is covered by CAE's insurance policy. **The top 5 sellers from the 2016 Holiday Show and Gift Shop will be automatically invited to participate in the 2017 show via email by July 31, 2017.**

All proceeds benefit local artists and CAE, a 501 (c)(3) nonprofit organization.

Important Dates

- **Mail In Entry Deadline: Friday, September 29 (must be received)**
- **Online Entry Deadline: Tuesday, October 3 (www.callforentry.org)**
- **Notification (by email): Wednesday, October 11**
- **Deadline for Artist Contracts and Inventories: Monday, November 6**
- **Artwork Delivery: Wednesday-Friday, November 8, 9, & 10, 10am-4pm
BY APPOINTMENT**
- **Opening Reception: Friday, November 17, 4-7pm**
- **Holiday Show and Gift Shop Dates: November 18 – December 26, 2017**
- **Artwork Pick-Up: Wednesday-Friday, December 27, 28, & 29, 10am-4pm**
- **Commission Checks Mailed: January 31, 2018 (no partial or early payments)**



Center for the Arts Evergreen

"Bringing the Arts and the Community Together"

Eligibility

- Artists must reside in Colorado.
- All work must be original and handmade by the artist. Commercially manufactured components, commercial patterns and molds of any type will not be accepted (i.e. assembly of pre-made holiday crafts, purchased kits, etc.).
- Accepted work must be exhibit-ready. 2D artwork must have wire for hanging.
- Items not meeting CAE's criteria or standard will be returned to the artist immediately.

Acceptance and Artwork Delivery

- **CAE will evaluate the artist's body of work rather than by individual works of art; you could be accepted for one type of item and not for another.** The images submitted for jury should accurately represent the variety of the artwork you would like to sell.
- CAE will send notifications to all applicants via e-mail by October 11, 2017.
- CAE will send accepted artists detailed information regarding delivery and pick up and a template for submitting inventory electronically.
- All work must be delivered to CAE November 8-10, 2017, 10:00 am to 4:00 pm by appointment only.
- At time of delivery, artists will be required to ensure their artwork has legible price tags with a unique inventory number and the price. **Artists must provide their own price tags.**

Sales

- All items are merchandised together into one retail experience. CAE staff handles the installation and display of all artwork.
- CAE collects money and sales tax on all items sold.
- Artists receive a 50% commission on all sales. Artists who complete 8 hours of volunteering during the show will receive a 60% commission on all sales. A limited number of volunteer positions will be available.
- Any discounts or sales offered during the exhibition will be taken from CAE's commission only.
- Artists will have an opportunity to bring in replacements as items sell. The curator will notify each artist when replacements are needed.

How to Enter

PREPARE YOUR IMAGES (you may submit 5-10 images):

1. **File format:** JPG/JPEG only
2. **File size:** 3 MB maximum
3. For Mail In entries, label each digital image with a number that corresponds to the entry number on the entry form, last name, first name (example: 1_guy_becky, 2_guy_becky, 3_guy_becky, etc.)
4. Ensure your image is properly oriented (vertical or horizontal)



Center for the Arts Evergreen

"Bringing the Arts and the Community Together"

5. No digital enhancement to the image is allowed
6. It is in your best interest to submit a high resolution, high quality image

CAE encourages all entrants to review the instructions and tutorials for formatting images and entering before beginning the actual entry process. The following are tools available to help format digital entries:

- Pixl Express: <https://pixlr.com/express/> (free, online)
- Adobe Photoshop or Photoshop Elements (purchase software)
- How-To Tutorial by Linda Doll: <https://www.youtube.com/watch?v=wChDaNa5Z-o>

ENTERING THROUGH CAFE:

1. Prepare your digital image before you apply through www.callforentry.org
2. Go to: <https://tinyurl.com/yarhvwhp>
3. If entrants have not registered previously with CaFE, setting up a portfolio is free of charge
4. Pay the non-refundable entry fee of \$25 (**mail in entries are \$35**)
5. Images submitted may be used for publicity and/or educational purposes
6. For technical assistance with your entry, please see www.callforentry.org/cafehlp.phtml or contact cafe@westaf.org directly (CAE cannot provide technical assistance for CaFE)

ENTERING VIA MAIL IN:

1. Completely fill out the Entry Form attached below.
2. Include a check for the non-refundable entry fee of \$35 made out to: Center for the Arts Evergreen (put 2017 Holiday Show in the memo line). (**CaFE entries are \$25**)
3. A **CD** with all images from the Entry Form, using the directions above.

COMMUNICATIONS & NOTIFICATIONS

Correspondence and notifications with entrants will be done via email. Please make sure that your contact information is correct. If you do not have an email address, it is advised that you create one before you enter. For further inquiries, contact Becky Guy via email at curator@evergreenarts.org.



Center for the Arts Evergreen

"Bringing the Arts and the Community Together"

MAIL IN ENTRY FORM Holiday Art Show and Gift Shop

Name: _____ Phone: _____

Address: _____ E-Mail: _____

Description of work for the Holiday Art Show (use a separate page if necessary).

Image #1:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #2:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #3:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #4:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #5:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #6:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #7:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #8:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #9:

Title: _____

Medium: _____

Size: _____ Price: _____

Image #10:

Title: _____

Medium: _____

Size: _____ Price: _____

Mail all materials to Attn: Holiday Show Evergreen PO Box 2737 CO 80437

- Completed Entry Form
- Entry fee: \$35 (make check payable to Center for the Arts Evergreen or call with credit card)
- CD with images, labeled to correspond with the Entry Form