

Yuletide Treasures 2024

Barcode requests MUST be received via email by 1:00 pm Saturday, October 5, 2024

They will be ready for pick up from the front desk on Monday October 14

Email: giftshopandyuletide@gmail.com

Or call and leave message: 630-996-9616

Artwork drop off datesby APPOINTMENT ONLY!

Wednesday, October 23, 10:00am – 4:00 pm

Thursday October 24, 1:00pm – 4:00 pm

Friday October 25, 10:00 am – 4:00 pm

Saturday October 26, 10:00 am – 2:00 pm

*The 2nd drop off date is December 2. Appointments will be required.
Call or email Yvonne **not before** November 20 for an appointment.

***ALL members exhibiting in this show
are required to work at least 4 hours in some capacity to support the show or
pay \$25 in lieu of required hours***

This is in addition to your normal yearly 4 hour obligation as a gallery exhibitor.

Non-members must contact Yvonne Thompson (630-966-9616) for entry approval
before paying entry fee of \$25.

Instructions for entry into this show.

1. **Order barcodes by 1pm, October 5** (form attached).
2. Make an appointment to bring in your work. Please contact Yvonne not before October 7 to set your time slot to drop off your items for the show. If you miss your time slot, you will have request a new appointment, (if one is available)
3. *Be prepared to wait while your items are checked in by our helpers.*
4. Take all your boxes/containers back home with you.
5. Please also donate a small piece of your artwork for the Yuletide promotion display.

Barcodes, must be printed by DPAL and start 300

- * Do not to fold or crease the barcode or it will not scan and you may miss out on a sale!
- * Write **CLEARLY** the price and an inventory number on each barcode after hash mark (and enter on Inventory sheet.
 - ***See the last page (page 12) for a sample sheet for how to fill out the barcodes and inventory sheet)**
- * Your ordered barcodes will be at the front desk Monday October 14.
- * No entries will be accepted without the correct barcodes and a completed YULETIDE TREASURES inventory sheet.

2

Inventory Sheets

***See the last page (page 12) for a sample sheet for how to fill out the barcodes and inventory sheet)**

- *Your YULETIDE TREASURES inventory sheets are enclosed in this packet.
Fillable online forms are available
<https://www.dupageartleague.org/wp-content/uploads/2023/06/PDF2-DPAL-Inventory-Sheet-Current-v2-copy.pdf>
 - You must still bring in a printed copy with your work**
- * It is suggested that you make a copy for your own records. Original inventory sheets stay at the Art League, even after the show closes.
- * If you have to remove items before the show closes, please inform Yvonne 630-966-9616

Disclaimer

- * Fill out a new disclaimer sheet Page # 9 and bring in with your work.
- * Remember, do not use copyrighted material.
- * Team logos, likenesses to trademarked products are not accepted.

Appointments- We are meeting in the Large classroom this year!

- * Please arrive for your appointment promptly.
There are a limited number of time slots and if you miss yours, you will have to make another appointment (if available)
- * Allow a minimum of 30 minutes for our staff to verify your entries.
- * We accept fine art, fine crafts and unique gift items of good quality. (See enclosed Criteria listings)
- * No items that have been entered in 2 past Yuletide Treasures shows and **didn't sell** will be accepted.

Commission and Payment Checks

DPAL's deducts a 25% commission from all sales. Artist checks will be mailed mid January. It is the artist's responsibility to report income and pay any required sales tax on their sales. (Wheaton is 8.25%). We are extremely careful with your artwork, but the DuPage Art League is not responsible for damage or loss of items left in our care. It is suggested that Exhibitors should insure their own artwork.

Yvonne Thompson 630-966-9616 email: giftshopandyuletide@gmail.com

Show Criteria

- * Every piece must have a barcode and inventory #
- * No item that has been in 2 prior Yuletides and did not sell will NOT be accepted
- * Any item poorly constructed, wet, or incomplete will not be accepted. If your work becomes disassembled at check in, you will be asked to remove the item from your entered pieces.

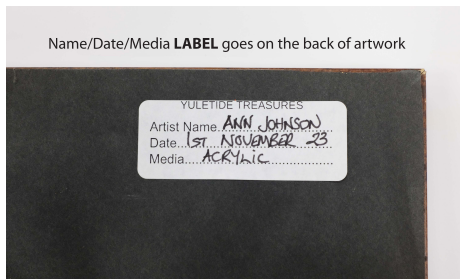
You only need to read the following criteria which pertains to your specific type of artwork.

FRAMED/WALL HANGING ARTWORK.

LIMIT 8 pieces, this includes any work you already may have in the Gift Shop

* Only original artwork/signed limited edition prints in frames. Gallery wrapped canvases are allowed but no saw tooth hangers on them. Wall hanging artwork (any medium) or framed artwork is restricted to 7 pieces priced at no more than \$200, 1 piece no price limit. Total 8 pieces. Maximum size 16" x 20" (inside the frame dimensions)

***No saw tooth or "keyhole" hangers, they do not fit our hanging hardware.



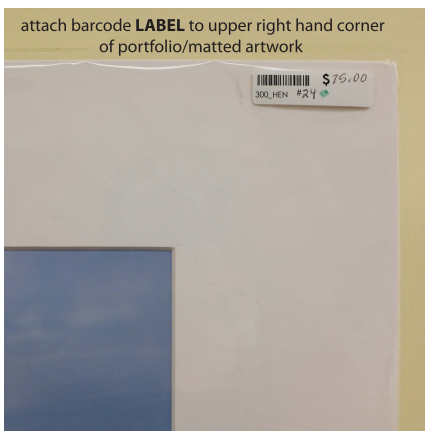
- * Each entry MUST have a hanging wire. Wrap all raw wire ends with masking tape.
- * Complete a Name/Date/Medium self-adhesive label and attach to the back of your artwork.
- * You may double the sticker over the hanging wire.



* Attach the completed Yuletide Treasures Gallery card & barcode to hang from the **LOWER RIGHT CORNER** as shown above.

PORTFOLIO /MATTED ARTWORK

LIMIT 10 pieces, this includes any work you already have in the Gift Shop



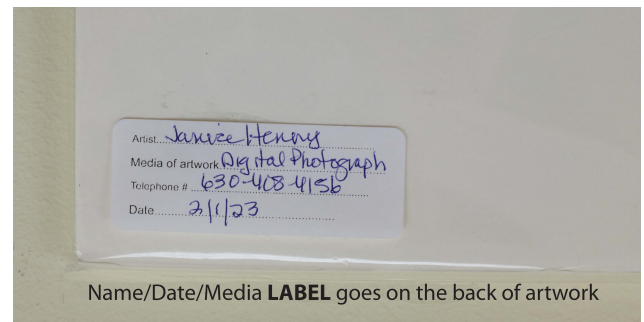
* **We only accept Portfolio artwork that will fit a standard retail frame size for this show.**

- * Attach the completed barcode label to the **FRONT, UPPER RIGHT CORNER** of your matted piece.
- * Hand write your inventory # and price on the barcode label.
- * **(see sample sheet for how to fill out barcodes and inventory sheet)**

*Portfolio artwork must be matted, have a stiff backing and packaged in acetate bags Maximum accepted size (outside mat dimensions) is 22" x 28".

PORTFOLIO /MATTED ARTWORK - continued

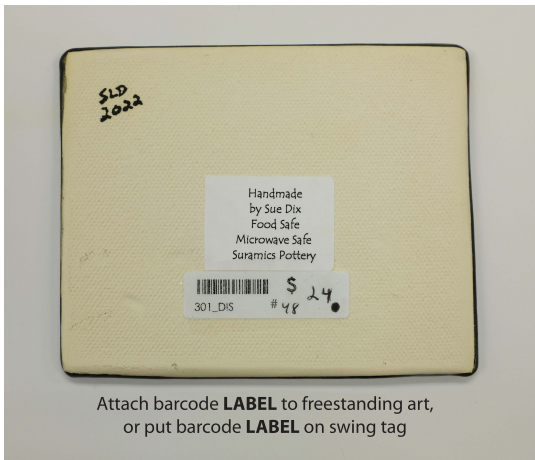
- * The maximum price is \$125.00.
- * Attach a Name/Date/Medium self-adhesive label and attach to the back of your artwork or double over the hanging wire.
- * Portfolio art is sold as a Print, unless otherwise labeled.



FREESTANDING ART (Pottery, Wood, Glass, Sculpture)

Various limits, so please contact Yvonne

- * You must label bowls, plates, vases, and drinking vessels if NOT waterproof, microwave, or food safe. Please attach instructions, if special care is required.



- * Purchased furniture or home decoration items, i.e. wine glasses, boxes, stools, etc., must be painted or decorated with a completely original design of your creation.
- * Attach the barcode label to the item or on a string tag attached to the piece.

Attach barcode **LABEL** to swing tag



CARDS, CALENDARS AND BOOKS



- * **Limit 50 single cards or packs, no more than 4 of each design.**
- * Limit for calendars or books, no more than 5 of each title or design. Total 30
- * Attach your barcode label firmly to the **FRONT, UPPER RIGHT CORNER** of packaging of item.
- * Cards must be packaged in acetate bags or in commercial quality shrink-wrap (we use www.clearbags.com)
- * If the pack holds more than one card, please list quantity on the package.

******* Note to exhibitors. Single cards sell better than packs.**

TEXTILES

NEW TEXTILES LIMITS AGAIN THIS YEAR! It's all about space!
Larger amounts only with prior approval CODE from Yvonne for your inventory sheet.

Jackets/tops 6
Wraps, shawls 12
Hats and headbands 12
Scarves 12
Mittens/ gloves 24 pairs
Toys 6
Bags 12
Towels 12
Blankets or quilts 4
Coasters/washcloths/pot holders 18

Attach barcode **LABEL** to swing tag



You will be notified if items are selling so you can bring in more stock before the second drop off.

- * Copyright protected patterns are not allowed
- * If the work item is manufactured by another company but the design is yours, this **MUST** be stated on the information tag, Please remove all other labels.
- * Use a string tag to attach your barcode label to your entry by a small safety pin, if necessary, to attach it securely. Do not stick the barcode directly on your textiles. It will fall off
- * Include washing instructions for wearable items.

JEWELRY

No more than 125 pieces, but depends on how much we can display for each member. If you are willing to have your work out on open display **DPAL** will be able to display more items.

- * Attach your barcode label firmly to the **front** of packaging or presentation box. If none, attach Barcode label to your artwork with a DuPage Art League string tag.
- * No copyright protected commercial molds or patterns can be used to construct your work
 - * No pre-assembled settings or straight strung beads. We do accept purchased beads used for Peyote or loom weaving.
 - * Beads can be used in place of chain, but you must fabricate the focal point of the piece or at least 60% of the piece is your construction.
- * "Found object" or recycled material jewelry must use the material in a unique manner, altering the items from its original use.

Attach barcode **LABEL** to front of jewelry package



ORNAMENTS

No more than 5 of a design, limit 130 total



*Every ornament must have a secure display hanger/loop and a firmly attached barcode label.

** We will refuse ornaments without a hook or way to hang.

* You may attach a SMALL information or name tag to your piece (no larger than address label size).

*******If you have a unique item not listed here, please call Yvonne, BEFORE you bring it in!**

Liability

The DuPage Art League, its officers and its members are not responsible for damage or loss, regardless of cause, to any or exhibitor's property. All possible care is taken to safeguard works of art. Submission of work in any category constitutes acceptance of the above conditions. Failure to accept these conditions will result in disqualification from exhibiting. Artists are encouraged to carry their own insurance on their work.

QUESTIONS? Call or e-mail
Yvonne Thompson 630-966-9616

email: giftshopandyuletide@gmail.com

DPAL Yuletide Treasures Barcode Request Form

Please remember to circle the volunteer opportunity you can help us with.

Email or drop this completed form at DPAL by 1 pm Saturday, OCTOBER 5, or risk being excluded from the first drop off

Email: giftshopandyuletide@gmail.com

Phone: 630-966-9616

Artist Name..... 3 Letter code.....

Phone #.....Email.....

I will need (insert quantity) Barcodes for Yuletide Treasures.



I will have (insert quantity) Portfolio/Matte



and

YULETIDE TREASURES
 Artist Name.....
 Date.....
 Media.....

I will have (insert quantity) Wall hanging pieces.



and

YULETIDE TREASURES
 Artist Name.....
 Date.....
 Media.....

and



I will need (insert quantity) Barcode string tags to tie on my pieces.



YULETIDE TREASURE VOLUNTEER OPPORTUNITIES:

(please circle one or more)

I will work the hours required to enter this show (please circle one or more)

1. **4 Volunteers**to help the Yuletide team set up the display tables/shelves/racks under Yvonne's direction.
Thursday October 24, 1pm-5pm.
 You will be doing a lot of carrying and walking in the gallery!

2. Inventory check in
Wednesday, October 23 thru Saturday, October 26
2 volunteers needed each shift:
 Morning (10:00 am – 2:00 pm)
 Afternoon (1.30 pm- 5:00 pm)
 Saturday (10:00 am – 3:00 pm)

3. Packing up the show Saturday December 28,
10:00 AM
8 volunteers to pack up unsold stock

2:00 PM
2 volunteers to move racks, display stands and tables back into storage areas

4. Help staffers with late night and weekend gift wrapping
5. Wash and Iron tablecloths (1 person)
6. Clean shelves once a week, any time DPAL is open (1 person)
7. Make DPAL string tags, can be done from home (1 person)
8. Help with the Yuletide Event Dec 9 and 10. Help set up (Saturday 2pm) or clear away (Sunday at 4pm)
9. 2-4 people to help install window display under Yvonne's direction
10. Print barcodes from the upstairs computer and printer and combine with inventory sheets for exhibitors between October 7 - 11
11. 2 people to pack away the classroom tables and chairs in the classrooms at the breakdown, Dec 28th at about 2:00PM

If you really cannot spare time to help us, we offer this year an extra payment of \$25 in lieu of help.

Call me at 630-966-9616 or email giftshopandyuletide@gmail.com if you have questions

Signature..... Artist Code.....

Only bring this form with your items at check in.

dupageartleague

Gift Shop and Yuletide Treasures

218 West Front Street

Wheaton IL 60187

Disclaimer 2024-2025

Artist Name..... 3 letter code.....

Phone #.....Email.....

I declare that all my work entered in the DUPAGE ART LEAGUE’S Gift Shop or Yuletide Treasures show to be original and only of my creation. Any reference material I used was my own or was free of any Copyright or Trademark infringement. Any infringement will be referred to myself and not the DuPage Art League.

I have read and will conform to the Yuletide Treasures Criteria/Activity schedule.

My signature binds me to the terms of this disclaimer.

Dated.....

Signed.....

Please check all that apply

I am a Gift shop exhibitor.....

Yuletide Exhibitor.....

duppageartleague

Yuletide Treasures Inventory Sheet 20.....

Date.....

Checked in by.....

Artist Name..... Tel#..... 3 Letter code.....

Checked out by.....

Address.....

Blank	invent #	DESCRIPTION OF ITEM	Quantity	Price	Removed date
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				

*Please make sure all work has a barcode label including inventory numbers and price. Items should be priced only in 25 cent increments, with nothing priced less than \$1.

Yuletide Treasures Inventory Sheet 20.....

Date.....

Checked in by.....

Artist Name..... Tel#..... 3 letter code.....

Checked out by.....

Address.....

Blank	invent #	DESCRIPTION OF ITEM	Quantity	Price	Removed date
	18				
	19				
	20				
	21				
	22				
	23				
	24				
	25				
	26				
	27				
	28				
	29				
	31				
	32				
	33				
	34				
	35				

*Please make sure all work has a barcode label including inventory numbers and price. Items should be priced only in 25 cent increments, with nothing priced less than \$1.

SAMPLE of how to fill out Inventory & Barcode labels

Inventory Sheets

- ★ Original INVENTORY SHEETS stay at the Art League, even after the show closes.
- ★ Make a copy to keep for your own records.
- ★ Call Yvonne 630 966-9616 if you need to remove items before the show closes.

This is an example of how to fill out the inventory sheets.
The **RED** indicates the area you need to fill in. The inventory sheets are pre-numbered.

dupageartleague		Date.....
<i>Yuletide Treasures Inventory Sheet 20.....</i>		Checked in by.....
Artist Name.....	Wilda Kemp	Tel#.....
	630 776-5758	3 Letter code.....
	KEW	Checked out by.....
Address.....		
2287 Daybreak Dr., Aurora, IL		

Blank	invent #	DESCRIPTION OF ITEM	Quantity	Price	Removed date
	1	Earrings with Christmas designs	10	12.00	
	2	Ornaments decorated with postage stamps	7	15.00	
	3	Note Cards with Christmas Tree designs	5	3.50	
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16				
	17				

*Please make sure all work has a barcode label including inventory numbers and price. Items should be priced only in 25 cent increments, with nothing priced less than \$1.

Barcode labels

The **RED** indicates the area you need to fill in on your barcode labels



- ★ Order barcodes can be picked up at the front desk on Monday October 16th.
- ★ Do not fold or crease the barcodes or it may not scan and you will miss out on a sale.
- ★ Instructions on where to put the barcode on your entries are under each entry category.
- ★ No entries will be accepted without the correct barcodes and a completed inventory sheet.
- ★ Do NOT scan or copy barcode labels.