



McCord Gallery & Cultural Center

9602 W. Creek Road | Palos Park, IL 60464
708.671.0648 | www.mccordgallery.org
office@mccordgallery.org



RETAIN THIS SIDE FOR YOUR RECORDS

ABOUT OUR 2025 HOLIDAY SHOPPE

McCord Gallery customers love to see new work. Holiday-themed items sell very well, and we are always looking for items geared towards children or men. Please keep in mind, this is the season when people are looking for **unique** gifts. We look forward to your submission and a successful holiday season!

ALL ARTISTS:

Submissions for exhibiting must include:

- The attached application form completed **and** images of work
- Email address for notification of acceptance

E-Mail the completed agreement at right and images to:

office@mccordgallery.org | Subject: Holiday Shoppe

Or Mail to:

McCord Gallery & Cultural Center
Attn: Holiday Gift Shoppe
9602 W. Creek Road
Palos Park, IL 60464

WHEN DROPPING OFF ACCEPTED WORKS:

Guidelines:

- All work must be tagged before drop-off with artist's initials, inventory number & price. (**for example: MH-101 \$35**)
- Inventory sheet must be filled out by exhibitor with same initials, inventory number & price as per tags.
- ORIGINAL WORK WILL ONLY BE ACCEPTED! NO KITS.
- For wall-hung work: **no saw tooth hangers, only wire backed**

Commission & Payment:

McCord Gallery charges a commission of 35% on sales. Price the work accordingly. (We do charge sales tax to our customers, and members receive a 10% discount.) Artists will receive checks within 30 days of the close of the Holiday Gift Shoppe.

IMPORTANT DATES:

MCCORD MEMBERS NIGHT: Wednesday, November 19, 6-8 PM

DATES OF SALE: Thursday, November 20 to Tuesday, December 24

ENTRY DEADLINE: New Entrants: Friday, October 3
Previous Participants: Friday, October 10

JURY RESULTS: Results to be emailed no later than October 13

ARTWORK DROP-OFF: Friday, November 7, 10 AM-4 PM
Saturday, November 8, 12-4 PM

ARTWORK PICK-UP: Friday, January 9, 10 AM-4 PM
Saturday, January 10, 12-4 PM

QUESTIONS?

Please contact our office by calling 708.671.0648
or send an email to office@mccordgallery.org

2025 Holiday Gift Shoppe EXHIBITOR AGREEMENT

If you downloaded this form as a PDF, you can simply fill out the information below and save to submit online at office@mccordgallery.org. Otherwise, you can print, fill out and scan to submit or mail. You will still need to submit images of your work no matter which option you choose. Complete details on left.

SUBMISSION GUIDELINES:

New artists OR previously participating artists working with NEW materials:

You must send in at least four (4) digital images of your work, their prices, and descriptions. If you have a website you would like us to refer to, please include it on the submission form below. Please include the amount of inventory available to sell at our shoppe. **All works must be approved** by the gallery committee. Jury results will be emailed back to you no later than Friday, October 13, 2025.

SELECT ONE:

☐ NEW EXHIBITOR ~ TERMS OF AGREEMENT

Deadline for submission is Friday, October 3, 2025

I have included the work I planned to sell and the required materials for review. I understand as an exhibitor in the 2025 Holiday Gift Shoppe that McCord will retain a 35% commission on all sold works. I will drop-off and pick-up works on scheduled days as listed on this form.

☐ PREVIOUS EXHIBITOR ~ TERMS OF AGREEMENT

Deadline for submission is Friday, October 10, 2025

I have included the work I planned to sell and the required materials for review. I understand as an exhibitor in the 2025 Holiday Gift Shoppe that McCord will retain a 35% commission on all sold works. I will drop-off and pick-up works on scheduled days as listed on this form.

MEDIUM & DESCRIPTION OF WORK:

Name

Address

City

Zip Code

Phone

Email

Website

Signature

Date