



# McCord Gallery & Cultural Center

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

## ABOUT OUR 2022 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!

### RETAIN THIS INFORMATION FOR YOUR RECORDS

#### IMPORTANT INFORMATION:

##### DATES OF EXHIBIT:

Friday, November 18 to Friday, December 23

##### ENTRY DEADLINE:

New artisan entrants: Friday, October 14  
Previously participating artisans: Friday, October 21

##### JURY RESULTS:

Results will be emailed no later than October 25

##### ARTWORK DROP-OFF:

Friday, November 11, 10:00 a.m.-4:00 p.m.  
Saturday, November 12, 12:00-4:00 p.m.

##### ARTWORK PICK-UP:

Thursday-Friday, January 5-6, 10:00 a.m.-4:00 p.m.  
Saturday, January 7, 12:00 - 4:00 p.m.

##### COMMISSION & PAYMENT:

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

##### QUESTIONS?

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

#### 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. If you have a website you would like us to refer to, please include it on the submission form below. **All new works must be approved** by the gallery committee. Jury results will be emailed back to you no later than Tuesday, October 25, 2022.

##### ALL ARTISTS:

##### Submissions for exhibiting MUST include:

- The attached application form completed and images of any NEW WORK not previously submitted/accepted
- Email address for notification of acceptance

##### E-Mail the completed agreement at below and images to:

office@mccordgallery.org

##### OR

##### Mail to:

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

**Don't Forget  
Our Holiday Shoppe  
Open House on  
Friday, Nov. 18, 6-8 PM**

#### GUIDELINES FOR DROPPING OFF ACCEPTED WORKS:

- All work must be tagged before drop-off with artist's initials, inventory number and price. (for example: MH-101 \$35)
- Inventory sheet must be filled out by exhibitor with same initials, inventory number & price to match tags. **We will not accept any work without inventory sheets.**
- ORIGINAL WORK ONLY WILL BE ACCEPTED! NO KITS.
- For wall-hung work: **no saw tooth hangers, only wire backed**

## 2022 Holiday Gift Shoppe Exhibitor Agreement

If you downloaded this form as a PDF, it is editable, so you can simply fill out the information below and save it to submit online at office@mccordgallery.org. Otherwise, you can print, fill out and scan to submit or mail. Complete all details below.

#### SELECT ONE:

**PREVIOUS EXHIBITOR ~ TERMS OF AGREEMENT**  
**Deadline for submission is Friday, October 21, 2022**

I understand as an exhibitor in the 2022 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.

**NEW EXHIBITOR ~ TERMS OF AGREEMENT**

**Deadline for submission is Friday, October 14, 2022**

I have included at least 4 photos or digital images for review. I understand as an exhibitor in the 2022 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/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_