

**ANNUAL STUDENT SALE: December 7–9, 2017****REGISTRATION FORMS**

- Available November 11, 2017, at mfah.org/glassell under Student Forms or at the front desk.
- Due on Monday, December 4, 2017, administrative office. No forms accepted after the deadline.

**ACCEPTABLE WORK GUIDELINES**

- Work submitted will be reviewed; inappropriate work will be removed. The quality of work done in Glassell classes is the standard for acceptable work.
- Work will be accepted in genres not taught at Glassell (i.e., fiber or furniture) but must be of the same quality as done in Glassell classes.
- All work must be original. No prints of original artwork, including giclee.
- No work made from kits.
- No jewelry made solely from beads with commercial findings.
- Questions: ask faculty or contact Sandie Zilker, szilker@mfah.org.

**PRICE TAGS**

- Turn in completed registration form first, then pick up tags: Monday–Friday, 9:00 a.m.–11:30 p.m., Saturday, 9:00 a.m.–4:00 p.m.
- Students may have maximum of 40 items and will only be given one (1) bundle of 40 price tags. Price tags have sequential numbering, prefixed by the current year. Do not use previous years' tags.
- Write legibly and clearly, particularly prices. Don't make purchasers/cashiers guess.
- Price appropriately. There will be no markdowns or price adjustments. Work with price tags altered during the sale will be removed.
- Attach legible tags securely. Work without price tags will not be sold.
- Remove and keep pink copy of the price tag. You must keep track of items submitted.

**WORK PREP**

**Note: Group display only** (walls and tables). No individual displays. As work sells from walls, it will be replaced with other works.

- Drawings, Prints, Watercolors, & Photos: Chalk and charcoal works must be fixed and wrapped. Protect all drawings, watercolors, and photos with mattes and/or acetate.
- Paintings: Must be dry. Attach tag to front of piece. Attach tags carefully so as not to damage surfaces. Damaged paintings will be removed.
- Ceramics/Sculpture: Unpack and put pieces on tables in Room 200. Attach tag securely; consider a price sticker as well.
- Jewelry: Consider mounting pieces on cards. Bring wrapping material/bags.
- Multipart Sets: Mark/tag appropriately to indicate the pieces of a set.

**WORK INTAKE**

Tuesday, December 5, 9:00 a.m.–11:30 p.m.; and Wednesday, December 6, 9:00 a.m.–5:00 p.m.

No work accepted after 5:00 p.m. on Wednesday.

- Deliver works to rooms 200 and 214 (works on paper) and the gallery area.
- Deliver jewelry to Sandie Zilker's office in the administrative office.

**INSTALLATION**

Thursday, December 7, 10:00 a.m. (no set-up before this time)

**SALE DATES**

Thursday, December 7, 6:00–8:00 p.m. (preview for SAO & paid entry)

Friday, December 8, 11:00 a.m.–12:00 noon (MFAH staff); 12:00 noon–8:00 p.m.

Saturday, December 9, 10:00 a.m.–5:00 p.m.

**WORK TAKE-DOWN & PICK-UP**

Saturday, December 9, 5:00–6:00 p.m.

- Check all locations and stacks to gather all of your work. Do not take someone else's work.
- "Sold" tags are not available for student review during or immediately after the sale. You must keep track of work submitted and locate unsold works.
- Glassell School is not responsible for damaged work or work not picked up by Saturday, December 9.
- Works left after Wednesday, December 13 will be disposed of by Glassell without further notice to the artist.

**PAYMENTS**

- Registration form must be completed and turned in to receive payment.
- Sale proceeds: Glassell processes and mails check payments 2–4 weeks after the sale. Students who volunteer receive 75% of the sales price of items sold. Students who do not volunteer receive 70%.
- Volunteer sign-up will be in reception area. Students may not volunteer as cashiers. Glassell provides cashiers during the sale.