Guidelines
Decatur Area Arts Council
2022 Holiday Gift Shoppe
November 10 - December 23
Madden Arts Center • Anne Lloyd Gallery
125 N. Water Street • Decatur, IL 62523

Grand Opening
Friday, November 10
Regular Gallery Hours

Special Shopping Days
Small Business Saturday - November 25
Downtown Christmas Walk - December 6

Applications are due October 2.
For more information, call 217-423-3189 or email arts4all@decaturarts.org

• Eligibility: Any artist who has previously shown work at Holiday Gift Shoppe, Arts in Central Park, or the DAAC gallery is automatically eligible to participate. New artists must submit samples of work for approval prior to applying.

• Fees: (you choose!)
  o $50 participation fee / 20% commission on your sales
  or
  o $25 participation fee / 30% commission on your sales

• Sale of Work: You set the price! Please include the appropriate commission to DAAC in your price. All prices should be rounded to a dollar amount. You will receive payment by the end of January.

• Sales Tax: DAAC will not collect sales tax. Please adjust prices accordingly. You will be provided a record of your sales. Sales taxes (9.25%) owed as a result of these sales is the artist’s responsibility.
  o (According to Illinois law, artists from in-state or out-of-state who sell their work within Illinois are considered “retailers” and are therefore required to register with the state and to collect/remit 9.25% sales tax to the state.)

• Artwork: We sell a wide variety of art and fine crafts, including fun and affordable “giftables”.
  o DAAC will strive to take good care of consigned items but cannot be held responsible for broken, lost, stolen or damaged items.

• Space: Set up, displayed, and staffed by DAAC. We reserve the option to display only what will fit into our space. We will restock as often as we can and will contact you if we need more.

• Item Inventory: We provide “Item Inventory Sheets” via email (Excel) or on Paper. Please list each item in numerical order with all requested information. Do not skip numbers or create your own system. Each item must have its own number and price (no “2 for” deals).

• Tagging Work: We use white string tags to tape or safety pin on all items. Use your own or pick some up from us! NO STICKERS. Please write your name, inventory # and price on each tag. A sample tag will be provided. Please do not re-use old tags, as items must be in numerical order.

• Drop-Off: Items may be dropped off at the Madden Arts Center Mon., Oct. 30, from 10 am–3 pm. (Saturday drop-off available by appointment only.)

• Pick-Up: Items should be picked up on Tues., Jan. 2, 2024, 10 am–12 pm or by appointment.