



2019 INFO PACKET

EMILY CARR UNIVERSITY OF ART + DESIGN
STUDENT ART SALE

November 29 / 30 + December 1 2019

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KEY DATES

EMILY CARR UNIVERSITY OF ART + DESIGN
STUDENT ART SALE

November 29 / 30 + December 1 2019



- October 23 **Participant Shift Positions Info Session**
Located in Room A1010 from 11:30am to 1pm.
Remember ... YOU MUST fulfill one (1) Participant Shift position to take part in the sale!
- November 3 **Registration Closes at 11:59pm**
Register online at ecuad.ca/sas.
- November 6 **Pricing, Preparing + Packaging Your Work for the Student Art Sale**
Located in Reliance Theatre from 11:30am to 1pm.
- November 15 **Label Information Deadline**
Label information must be sent to SAS by 11:59pm. The label form is available at ecuad.ca/sas. (You will receive a 'how to' sheet in early November.)
Email the completed form to sas@ecuad.ca. Write 'Labels' in the subject line.
- November 15 **Participant Shift Position Sign up Deadline**
Sign up for your shift online at ecuad.ca/sas. Email your top three choices to sas@ecuad.ca.
- November 15 **Electronic Funds Transfer (Direct Deposit) Form Deadline**
Email the completed form to ap@ecuad.ca – or place it in the drop box outside Financial Services, Room D2409. Do NOT email it to the Student Art Sale. The EFT Form is in the SAS Info Packet.
- November 15 **Release Form Due**
The Release Form is in the SAS Info Packet. Email the completed form to sas@ecuad.ca.
- November 18 **Student Art Sale e-Vite distributed to students via email**
- November 26 **Label Pick up**
We will email you with the time and location of pickup.
- November 27 **Structural Set-up**
Located in the Michael O'Brian Exhibitions Commons (MOEC) from 9am to 4pm.
- November 28 **Artwork Delivery**
Located in the MOEC from 8 to 11am.
Monitors will be on site to direct you.
Remember to affix two (2) labels to each work.
- November 28 **Hanging + Install**
Located in the Exhibition Commons from 9am to 9pm.
- November 29 **Donor + Staff Preview** from 8:30 to 10am.
Student Art Sale from noon to 8pm.
- November 30 **Student Art Sale** from noon to 5pm.
- December 1 **Student Art Sale** from noon to 5pm.
- December 1 **Unsold Artwork Pick-up**
Located in the Exhibition Commons from 6 to 8pm. Don't forget your Student ID!
- December 1 **Strike**
Located in the Exhibition Commons from 6 to 11pm.
- December 2 **Unsold Artwork Pick-up**
Located in the Exhibition Commons from 9 to 11am. Don't forget your Student ID!
- December 2 **Clean-up**
Located in the Exhibition Commons from 10am to 2pm.



GUIDELINES + SELLER RESPONSIBILITIES

EMILY CARR UNIVERSITY OF ART + DESIGN STUDENT ART SALE

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ELIGIBILITY + CONDITIONS

- Student Art Sale (SAS) participants must currently be enrolled in a minimum of (6) credits at Emily Carr U.
- Participants can only sell their own original work.
- Participants falsely representing themselves by selling work that they have not made will be asked to remove the work from the sale, and all proceeds from any sales will be forfeited to Emily Carr U.
- In the case of collaborations, each collaborator must be registered in a minimum of (6) credits at Emily Carr U, and registered in the Student Art Sale.
- All SAS sales must go through the cash desk. Anyone making private sales will be asked to leave, and will forfeit 75% of all of their work sold through the cash desk.
- Only items listed on the Label Sheet may be sold.
- Prices written on the Label Sheet cannot be changed once they have been submitted.
- Students taking part in the sale are required to complete one (1) Participant Shift Position at the SAS. Failure to participate will result in 75% of sales forfeited to Emily Carr U.

PARTICIPANT REGISTRATION

- Students who wish to participate are required to register no later than **Friday, November 3 at 11:59pm**. Late registrations will NOT be accepted.
- To register, please complete the online form at ecuad.ca/sas. This is a secure, online form that is in compliance with the Protection of Privacy and Information standards of Emily Carr U.

PARTICIPANT REGISTRATION

- Space is limited to 180 students. A wait list will be set up for students who apply after the first **180 registrants**. Please only apply if you are serious about following through.
- Please include in your registration a photo example of the type(s) work you intend to sell at the Student Art Sale. The photo should be of your own work. This will help us when planning the space for the event.

LABELLING OF WORKS

- You must complete and submit a detailed Label Sheet to sas@ecuad.ca by **Friday, November 15 at 11:59pm**. You will find the Label Sheet on the registration site at ecuad.ca/sas. We will email you a clearly written 'how to' sheet during the first week of November.
- Please refer to the Maximum Numbers + Sizes sheet before submitting your Label Sheet. The Maximum Numbers + Sizes sheet in this Info Packet and it is also Page 2 of the Excel Label document.
- This means that all of your work must be near completion by this date.
- Late submissions of Label Sheets will not be accepted.
- The SAS will print your labels for you. Printed labels will be available for pick on the Tuesday before the sale. We will notify you by email.

RELEASE FORM

- Registered students are required to submit a signed Release Form by **Friday, November 15**. This allows Emily Carr U to post images taken of the Student Art Sale in which you or your work(s) may appear. You will find the Release Form in this Info Packet.

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**GUIDELINES + SELLER
RESPONSIBILITIES - continued**

**PREPARATION OF THE WORKS PRIOR TO
THE SALE**

- Your work must be labelled according to guidelines (see Labelling of Works on the previous page), completely ready for display or hanging, and delivered to the Michael O'Brian Exhibition Commons on **Thursday, November 28 from 8 to 11am.**

- Monitors will be on site to direct you to the drop area. You are responsible for the safe drop-off and pick-up of your work. Works that are not in acceptable condition for display or hanging will NOT be included in the sale. This includes wet paintings, wall works without adequate hanging gear or in unstable frames, any unframed works on paper that are not properly packaged (with a stiff backing and in a clear sleeve), and works without Student Art Sale labels.

- Works must be ready for hanging and / or display, or in the case of unframed images, packaged in protective clear sleeves with a stiff backing.

**PARTICIPANT SHIFT POSITION RESPONSIBILITIES
DURING THE STUDENT ART SALE**

- A Participant Shift Position Info Session will be held on **Wednesday, October 23 from 11:30am to 1pm** in **Room A1010**. It is mandatory for all participants to sign up, and show up, for their participant shifts.

- If you are unable to attend this meeting, please send a proxy. The deadline for Participant Shift Position sign up is **Friday, November 15**. Participant Shifts are assigned on a first come, first served basis, so please sign up early to secure your preferred spot!

- At the time of your shift, you will be asked to sign in five (5) minutes prior to your shift time, and sign out at the end of your shift. *Cell phone and mobile device use is restricted during Participant Shift Position shifts.*

Participating students who do not show up for their shift, or leave their shift early, will forfeit 75% of their sales.

**PARTICIPANT RESPONSIBILITIES DIRECTLY
FOLLOWING THE STUDENT ART SALE**

- Unsold works must be picked up from the Exhibition Commons on **Sunday, December 1 from 6 to 8pm** OR on **Monday, December 2 from 9 to 11am. Student ID is required.** *Failure to do so may result in the removal and / or disposal of works.* The SAS has no storage for unclaimed works.

- Participants submit works at their own risk, though the utmost care is taken with each piece.

- Emily Carr U will not reimburse students for any works that are lost, stolen, or damaged during the SAS.

PROMOTIONAL INFORMATION

- You are encouraged to attach your business card, artist statement, or professional information to your work.

PROCEEDS

- Emily Carr U / SAS will deduct 25% from each sale. These monies cover Student Art Sale expenses only, including: marketing, contractor fees, supplies, cash registers, bank fees, packaging, additional paid security, labels, printing, gallery paint, and more.

- PST (7%) and GST (5%) will be added to each sale.

● **IMPORTANT** ●

PAYMENT INFORMATION

- All students participating in the sale who have not previously submitted an Electronic Funds Transfer (EFT / Direct Deposit) form, or those who have changed their banking information since last completing the form, must submit a completed EFT form by **Friday, November 15**. You will find the EFT form in this Info Packet. You must complete and submit this form to be paid. *Those who submit late, or return incomplete forms, will be paid in the new year.*

- Send the completed EFT form to ap@ecuad.ca OR place it in the Financial Services drop box outside of Room D2409.

Nota bene : This form contains sensitive information and should be sent to Financial Services only.



WORKSHOPS + INFO SESSIONS

EMILY CARR UNIVERSITY OF ART + DESIGN
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OVERVIEW

The Student Art Sale offers info sessions and workshops to help students prepare for the sale. These are lunch hour events that take place through October and early November. The sessions are chock-full of great information that you will likely refer to many times over.

THE SESSIONS

Participant Shift Positions Info Session

Wednesday, October 23 | Room A1010, 11:30am - 1pm

Here, we will review SAS participant shift positions as they play out, from the structural set up through the strike. Please bring your questions – and remember, students taking part in the SAS must complete one (1) shift position during the Student Art Sale period (November 27 through December 2).

Pricing, Preparing + Packaging Your Work for the Student Art Sale

Wednesday, November 6 | Reliance Theatre, 11:30am - 1pm

This workshop will offer strategies for students on pricing their work for the Student Art Sale. All genres of work will be covered: painting, printmaking, ceramics, wearable art, photography, sculpture, zines, housewares, jewelry, cards, and more. The impact of presentation, and useful tips on packaging and presentation will be discussed. We'll also look at the importance of the artist statement, and talk about engagement through social media.



PARTICIPANT SHIFT POSITIONS

EMILY CARR UNIVERSITY OF ART + DESIGN
STUDENT ART SALE

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CONDITIONS

- All registered students must complete one full shift.
- Shifts are assigned on a first come, first serve basis.
- To secure a shift, click on the Participant Shift link at ecuad.ca. Email us your top three choices and we'll send you an email confirmation within a few days.
- Meet in the Exhibition Commons five (5) minutes prior to your shift time.
- Mobile device use is not permitted during shifts.
- The Participant Shift Positions Info Session will be held on **Wednesday, October 23 in Room A1010 from 11:30am - 1pm.**

JOB DESCRIPTIONS

• Structural Set up

This job may be for you if you're good with a hammer and a drill. You also know how to organize space: shelving, hooks, tables, plinths – and neatly wrap tables and plinths. There will be some moving of heavy objects, so be sure you're up for it! By the end of the day you will have created the framework for the SAS gallery space, and prepped it for the next day's install.

• Artwork Install

This is a job for those who are comfortable hammering a nail (or fifty) into a wall, and not afraid to climb a ladder. You also have a great aesthetic, are adept at configuring wall space, and / or are able to creatively organize a table so that the work stands out. You will be building on the structural set-up team's work from the previous day, installing works in a specified exhibition space within the MOEC. You will have to work quickly, ensuring the space is aesthetically pleasing, while keeping in mind the flow of the space and foot traffic during the sale.

SHIFT DESCRIPTIONS - continued

• Floor Sales + Customer Service

Consider this job if you are a people person, and love to talk about art (yours and everyone else's). You will (always pleasantly) be assisting customers by answering questions about the art, assisting them with their art purchases, and responding to any general questions or concerns they may have. You will also inform customers as to where and how to pay. You will keep your eagle eye peeled, watching to see if customers require assistance with hard to reach artworks, and noting where work needs to be replenished as it is sold so that the space always looks full and presentable. At the end of your shift, you will tidy up the space, replenish and rearrange work, and cover and secure small items, making the space ready for the next day!

• Roving Photographer

Are you a 3rd, 4th year, or Master's Photo major looking for a cool shift? Did we hear you say that you are comfortable working with the public? Even better! We need you to be our roving 'photo booth' – hand-held portable props provided!

• Packaging Station

If you are able to wrap a neat parcel, then you are the person we are looking for! All purchased art will need to be well packaged before it leaves the building. This indicates to Security that the artwork has been paid for and properly processed. (Of course you will have checked that all items were paid for prior to wrapping – and handed to the correct customer!)

More shift positions on the following page!

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POSITION DESCRIPTIONS - continued

● **Monitor**

You are keeper of the gate, directing people in and out of the space, and helping to ensure a smooth shopping experience for visitors to the sale. You will be available to answer their questions, be on the lookout for anyone who needs assistance, and we will be looking to one of you to run the customer 'HOLD' section.

● **Shift Supervisor**

You are comfortable being the 'go to' person and Team Lead, while overseeing the operations of the day. Because you will be the contact person for those working the floor, you will be up to speed on each job description on your shift. You will be in charge of signing shift positions in and out, and available to field inquiries from the general public, pitching in on the floor when necessary. You will direct emergencies or 'situations' to an Emily Carr U paid security guard. Previous retail store or management experience is preferred.

● **Security**

Heavy sleepers need not apply! For this job, we will need you to stay alert while sitting or standing for extended periods of time (sorry, no Instagram breaks). You will either be stationed at an exit, or cruising the room ensuring that no one tucks a painting under their coat. If you do happen to encounter a thief – or an emergency – you will consult with the Supervisor on duty, or an Emily Carr U paid security guard. (Customers leaving with art should be able to provide proof of purchase.) The last security shift of the day will ensure that the work in the Exhibition Commons is safely secured for the night. The early morning shift will see to it that the work is not handled until the Student Art Sale opens.

● **Strike + Clean up**

Who doesn't love a clean space? You will be removing work from the walls and tables, and moving it to a secure space where it will be organized for pick up the following day. We will also be removing shelving, folding and stacking the tables, and moving items back to storage. (We have carts.)

● **Patch + Fill**

If you prefer to work on your own and are looking for a meditative type job, then sign up here! This shift requires that you not be afraid of heights, as you will be high up on a ladder removing nails, filling holes and lightly sanding the walls, preparing them for a fresh coat of paint that will be applied the following day (by gallery staff).

● **Pick up Station**

You will be helping fellow students to locate their unsold work, checking it against their inventory sheets. Students working the Monday shift will also help gather and move unclaimed work out of the space (we hope there is none!) once the SAS pick up station has closed.

And there you have it! All Participant Shift Positions for the 2019 Emily Carr U Student Art Sale!



ARTWORK | MAXIMUM SIZES + NUMBERS

EMILY CARR UNIVERSITY OF ART + DESIGN
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Please refer to the guidelines below when gathering works to place in the Student Art Sale.

PLEASE ENSURE THAT

- Works submitted reflect your studio practice.
- Thoughtful consideration is given to the production of works.
- Works are suitable for a public sale at the University.

DESCRIPTION	MAXIMUM SIZE	MAXIMUM # OF PIECES
CATEGORY A		
2D Originals	48" x 60"	3
	36" x 36"	6
	24" x 36"	10
	Up to 16" x 16"	16
2D Editions (Prints / Photos)	48" x 60"	3
	36" x 36"	6
	24" x 36"	18
	Up to 16" x 16"	32
3D (Ceramics / Sculpture / Design)	24" to 36"	6
	18" to 24"	14
	Under 18"	20
	Dinnerware or Molded	36
Furniture	Over 24" x 24"	6
	Under 24" x 24"	10
CATEGORY B		
Cards / Magnets / Buttons, etc. / individually packaged		40
Cards / Magnets / Buttons, etc. / packaged sets		40
T-Shirts / Clothing / Knitwear		24
Jewelry		40
Accessories		40
Books / Zines		24

- Sellers may submit up to forty (40) pieces in each of the two (2) categories (A+B) for a maximum of eighty (80) pieces.

ELECTRONIC FUNDS TRANSFER (DIRECT DEPOSIT) FORM

EMILY CARR UNIVERSITY OF ART + DESIGN
STUDENT ART SALE

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Student Art Sale participants who sell work will be paid by Electronic Funds Transfer (EFT / Direct Deposit).

FIRM DEADLINE

- Return the completed EFT form – found on the following page – no later than **FRIDAY, November 15, 2019** to **ap@ecuad.ca**, or drop off in the Financial Services drop box, outside room D2409.
- Failure to submit by the deadline stipulated will result in your payment being delayed until the new year. Incomplete forms will also be delayed until the new year.

Note: Cashiers are NOT involved in the sale and cannot answer your questions. Direct all questions to sas@ecuad.ca.

IMPORTANT

COMPLETE IF :

- You are NEW to the Student Art Sale.
- You have participated in the Student Art Sale previously and have CHANGED your bank account or email address.
- Do not complete if you were in the Sale previously and have no changes to your bank account or email address.

REQUIRED

Attach a void cheque or bank letter from your financial institution.

The EFT form contains sensitive personal and banking information.
To protect your privacy, ensure you forward it to Financial Services only.

To verify if you have EFT (Direct Deposit) already set up, please go to myEC :

- Click My Account tab
- Click Change My Address
- Scroll down to Email Addresses
- If Electronic Fund Transfer is not displayed, you must complete the EFT application form and submit it to **ap@ecuad.ca** or drop it off in the Financial Services drop box.

The screenshot shows the 'Email addresses' section of the myEC system. At the top, it says 'Last Confirmed On: 2018-10-01' and 'Click to confirm that the email(s) below is accurate as of today.' with a 'Confirm' button. Below this is a table with columns for 'Email', 'No Action Required', 'Type', and 'Preferred'. The first row shows 'example@ecuad.ca' with 'No Action Required' and 'Electronic Fund Transfer'. The second row shows 'example@ecuad.ca' with 'Internet'. A red arrow points from the 'No Action Required' box to the 'Electronic Fund Transfer' text.

Email	No Action Required	Type	Preferred
example@ecuad.ca	No Action Required	Electronic Fund Transfer	
example@ecuad.ca		Internet	

The screenshot shows the 'Email addresses' section of the myEC system. At the top, it says 'Last Confirmed On: 2018-10-01' and 'Click to confirm that the email(s) below is accurate as of today.' with a 'Confirm' button. Below this is a table with columns for 'Email', 'Type', and 'Preferred'. A yellow banner at the bottom of the table reads 'No Electronic Fund Transfer displayed - Complete EFT application form and email to ap@ecuad.ca'. The table shows 'example@ecuad.ca' with 'Internet' as the type.

Email	Type	Preferred
example@ecuad.ca	Internet	

**ELECTRONIC FUNDS TRANSFER (EFT)
FOR STUDENTS PARTICIPATING
IN THE STUDENT ART SALE**

Emily Carr University is pleased to provide Electronic Funds Transfer (Direct Deposit) for the Student Art Sale. Payment will be made by electronic transfer to your bank account. You will be notified by email when payment is made.

PLEASE TYPE OR PRINT CLEARLY

Please complete and sign this form, indicating your preference regarding payment via Direct Deposit		
<input type="checkbox"/> I am NEW to the Student Art Sale	<input type="checkbox"/> I participated in SAS previously and need to CHANGE my banking information (e.g. bank account, email address changed)	
The following is my personal information – USE LEGAL FIRST AND LAST NAME:		
FIRST Name:	LAST Name:	
Street Address:		Student Number:
City:	Province:	Postal Code:
Telephone Number:		Cell Number:

Direct Deposit Information		
Your payment will be deposited directly into your bank account. You MUST provide either: A VOID CHEQUE or BANK ACCOUNT VERIFICATION LETTER from your Financial Institution clearly stating your Bank ID, Transit ID Code and Account information.		
Institution Code 3 digit number (XXX)	Bank Transit (5 digit number (XXXXX))	Account Number (up to 12 digits)
Bank Name:		
Bank Address:		
City:	Province:	Postal Code:
Telephone Number:		Fax Number:
<input type="checkbox"/> I've Attached a Void Cheque or a Bank Account Verification Letter from my Financial Institution		

Email Address
When payment has been deposited in my account please notify me at the following:
Email:

Authorization		
I hereby authorize Emily Carr University to initiate deposits and/or corrections to the financial institution as indicated above. This authorization will remain in effect until I revoke it in writing.		
Authorized Signature:	Name:	Date:

Upon completion please email to ap@ecuad.ca
Or, drop off at the Financial Services drop box, outside room D2409

Emily Carr Use Only	
Vendor Number:	Date Completed:



RELEASE FORM

EMILY CARR UNIVERSITY OF ART + DESIGN
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ARTWORK(S) RELEASE AND CONTRACT + MODEL RELEASE FORM

- Please sign and return this form to sas@ecuad.ca by **Friday, November 15, 2019**.

By signing below, I hereby consent that the photograph(s) and / or artwork(s) which I have submitted to Emily Carr University of Art + Design (“Emily Carr”), and as described below (collectively, the “Works”) may be used either in part or in whole by Emily Carr for the purpose of catalogues, exhibitions, publications, motion picture and / or television productions, electronic media and / or advertising, including the right to photograph and film the Works for any such purpose.

Further, I hereby authorize Emily Carr to publish photograph(s) taken of me, my name, and / or my Works to be used in Emily Carr’s publications and promotional materials, including social media and / or advertisements.

I agree to hold Emily Carr, its employees, agents, successors, or anyone acting under its authority or permission, and those individual(s) contracted by Emily Carr (collectively, the “Releasees”) free from any liability, loss, or damage resulting from the use of my image(s). I hereby release and discharge the Releasees from any and all claims whatsoever in connection with such use of my likeness, name, and / or Works, for the purposes stated above.

I am signing this release freely and voluntarily, and in executing this release do not rely on any inducements, promises or representations made by the Releasees.

In addition, I hereby certify that I am over nineteen (19) years of age.

Description of Works _____

Please print your legal name in full _____

Signature _____ Date _____

If under 19 years of age, signature of parent or guardian.

Please print your legal name in full _____

Signature _____ Date _____

QUICK VIEW KEY DATES CALENDAR

EMILY CARR UNIVERSITY OF ART + DESIGN

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		<p>WEDNESDAY October 23, 2019</p> <ul style="list-style-type: none"> Participant Shift Positions Info Session 11:30am - 1pm Room A1010 		<p>1 Hello, November!</p>	<p>2</p>	<p>3 <ul style="list-style-type: none">Online Registration Closes at 11:59pm ecuad.ca/sas</p>
4	5	<p>6 <ul style="list-style-type: none">Workshop: Pricing, Preparing + Packaging Your Work for the Student Art Sale 11:30am - 1pm Reliance Theatre</p>	7	8	9	10
11	12	13	14	<p>15 <ul style="list-style-type: none">Label Info is due at 11:59pm email to: sas@ecuad.caParticipant Shift Positions deadline at ecaud.ca/sasRelease Form is due email to: sas@ecuad.caEFT / Direct Deposit due email to: ap@ecuad.ca OR place in drop box outside Room D2409</p>	16	17
18 <ul style="list-style-type: none">Check your inbox for the SAS e-Vite, and forward it to your family and friends	19	20	21	22	23	24
25	<p>26 <ul style="list-style-type: none">Label Pickup Time + location to be confirmed via email</p>	<p>27 <ul style="list-style-type: none">Structural Set up MOEC 9am - 4pm</p>	<p>28 <ul style="list-style-type: none">Artwork Delivery MOEC 8 - 11amInstallation + Hanging MOEC 9am - 9pm</p>	<p>29 <ul style="list-style-type: none">Donor + Staff Preview MOEC 8:30 - 10:00 amStudent Art Sale MOEC Noon - 8pm</p>	<p>30 <ul style="list-style-type: none">Student Art Sale MOEC Noon - 5pm</p>	<p>December 2019 1 <ul style="list-style-type: none">Student Art Sale MOEC Noon - 5pmUnsold Artwork Pick up MOEC 6 - 8pm Student ID required.Strike + Clean up MOEC 6 - 11pm</p>
<p>2 <ul style="list-style-type: none">Unsold Artwork Pick up MOEC 9 - 11am Student ID requiredClean up MOEC 10am - 2pm</p>						