



womanspace
call for artists

September 6, 2026

Dear Artist,

The holiday season is fast approaching once again! Help us bring local art to the public as the perfect gift for that special someone that can be enjoyed year-round. Even though this is a holiday art sale, the subject of the works included do not have to be holiday themed. This year's sale is a NO ENTRY FEE, THREE-DAY artisan sale at Womanspace. **Artists do not have to staff your own table, but because we rely solely on volunteers to help during the sale days, we encourage you (not require you) to give a few hours of your time on any one of the days.** We'd love to have you join us!

Exhibition: "There's Something About Merry" Holiday Artisan

Dates: Market December 4-6, 2026

Times: Friday, 1:00-7:00p; Saturday & Sunday 10:00a-4:00p

Quantity: Maximum of 20-30 small items (eg: jewelry); 8-12 medium items (eg: pottery; flower arrangements); 3-6 large items (eg: framed art no larger than 20 x 24").

Size: Because of limited space, there is some size restriction. Suggestion: The smaller and more reasonably priced the item is, the greater likelihood the item will sell.

Medium: Any medium, 2-D or 3-D. Please provide any special display (labeled with your name; maximum size 20 x 24"). Framed art needs to be WIRED for hanging. Questions? Submit them to the email below.

Labeling art: Each item **MUST** be clearly labeled with an inventory number that includes your three initials and an inventory number (eg: JRD3) along with the price on a removable label, and it should correspond to the [inventory form](#). Every item requires its own number even if there are multiples of the same item.

Deliver art: **Wednesday, Nov. 25 12:00-5:00p or Monday, Nov. 30, 2:00-6:00p. (Bring signed contract & inventory list.)** Please allow extra time when dropping off your items so that a volunteer can go through your inventory with you. If items are not marked properly or there is a discrepancy on your inventory sheet, these will need to be corrected before your items will be accepted.

Art pick-up: **MUST BE PICKED UP ON Tuesday, December 8, 2:00-6:00p or Wednesday, December 9, 10:00a-6:00p.**

Entry Fee: NO ENTRY FEE! Womanspace has waived the entry fee for this year's sale.

Commission: On each sold piece, Womanspace receives 30% commission from members; 35% from non-members (Yearly memberships start at \$65).

G2G Rights: The Gallery Committee reserves the right to omit pieces due to inappropriate content or quality issues. Due to limited space, not all pieces may be displayed at the same time; we will replenish from your inventory as necessary.

The contract and inventory form are included.

IF YOU INTEND TO PARTICIPATE, PLEASE RESPOND BY NOVEMBER 12 to: pat@womanspace-rockford.org

If you have never participated in this sale, please submit photos of your work; you will be contacted as to your acceptance into the show.



"There's Something About Merry" Holiday Artisan Market - December 4-6, 2026

This agreement is made by and between Womanspace, Inc. (hereinafter referred to as Womanspace) and

_____, Artist (hereinafter referred to as Artist).

The parties agree as follows:

- Exhibit space designated for this show is known as Gallery2Go, Loretta & William Reif Gallery and New Dimensions Studio.
- Womanspace has waived the entry fee for this sale. Volunteering a few hours during the sale is encouraged.
- This exhibit in the said exhibit space runs from December 4 through 6, 2026
- Artist shall deliver artwork to the gallery by November 25, 2026, 1:00-6:00p or November 30, 2026, 2:00-6:00p
- The Gallery Committee reserves the right to omit pieces due to inappropriate content.
- Artist shall pick up artwork from Womanspace after the show on the "Art pick-up" dates on previous page.
If you are a Womanspace member, you may leave your non-holiday items in Gallery2Go as your regular inventory.
- Womanspace shall be entitled to a 30% commission from members, 35% commission from non-members, on any work sold from this show.
- No fixtures or equipment may be moved, installed or removed from Womanspace without the express consent of Womanspace.
- Womanspace maintains a no smoking policy for its entire campus.
- All works are to remain in exhibit spaces until the close of the show.
- **The exhibit will be installed by Womanspace. Any of the Artist's display fixtures should be labeled with artist's name.**
- Womanspace will provide refreshments.
- Womanspace will send e-mail announcements to its regular mailing list (currently over 1,000 e-mails), including press releases sent to local papers and magazines and social media. Limited postcards are available for the Artist to distribute.
- Womanspace provides liability insurance and contents coverage. The Artist agrees to assume the deductible losses on artwork. Artist shall provide a written inventory of all artwork.
- By signing this contract, Artist agrees that selected photographs of her/his work may appear in print or digital media for promotional purposes.
- This agreement is the entire agreement between the parties. Modifications or amendments may be made only in writing, signed by both parties and attached hereto.

A handwritten signature in black ink that reads "Nicole Lavelle".

(for Womanspace)

9/6/26

and

(Artist signature)

Womanspace, Inc.



Show Name **There's Something About Merry Artisan Market** Show Dates **December 4-6, 2026**

				Office Use Only	
Inventory #	Title	Medium	Price	70%/65%	30%/35%
			Total		
			CHK#		
			Date		