



SMALL WORKS & HOLIDAY MARKET

November 4 – December 18, 2026

Inventory Form/s & Exhibitor's Contract

Exhibitor Name:	
Address:	
Phone:	Email:

Inventory Form – Page 1): Please review the Exhibitor's Contract and instructions on page 3 and sign and submit with your completed inventory pages below – please include all pieces you are exhibiting. If you need more than two inventory sheets, please make a copy of page two.

INV #	TITLE:
Medium & Price:	
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Additional Inventory sheet – print more if necessary:

INV #	TITLE:
Medium & Price:	
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EXHIBITOR'S CONTRACT

GENERAL INSTRUCTIONS: Exhibitors are limited to a total of **6 (six) 2-D & 12 (twelve) 3-D** items, plus 12 boxes of holiday cards as follows:

2-D Non-holiday photographs, paintings, mixed media, fiber art, etc.: 18" total height + width or smaller (does not include frame); e.g., 8 x 10, 9 x 9, 6 x 12. All must be free standing or properly wired for hanging.

3-D items, such as pottery, baskets, small sculptures, ornaments, & jewelry: No larger than 12" in any direction. Individual items and sets must be under one inventory number.

Holiday themed decorations & 2-D works: These items may be larger, such as Christmas, Hanukkah, Kwanza, Winter Solstice, wreathes, centerpieces, table-top trees, and candelabras.

Pricing Your Items: The purpose of this show is to provide original artwork that is affordable for gift giving. Please keep this in mind when pricing your items.

HOW TO ENTER THIS SHOW: Please sign the exhibitor's contract, complete the inventory form/s, and deliver with your items to the Art Center on **Saturday, October 31, 10am – 1pm**. **Please email your inventory form/s to Michael D. Jones, Art Center Manager, at visitwcac@gmail.com by Wednesday, October 28.**

ALL ITEMS MUST BE FOR SALE: WCAC will record and process all sales during this show, including collecting and paying all sales taxes. Within 14 days of the show's closing, we will deduct our 40% commission and process and mail your net payments with a complete accounting breakdown.

REMOVING YOUR WORKS AT THE END OF SHOW: You must remove your work/s from the Art Center at the end of this show beginning on **Friday December 18 at 3:00pm – NOT A MOMENT SOONER!** **You may also pick up on Saturday, December 19, from 10:00am – Noon.** If you are unable to remove them yourself, please ask a friend/family member to do so for you – we do not have room to store them. Upon removal, you must also sign and date the "Removed by" line below. **Note: If you fail to remove your works within 30 days of the end of this show, they will become the property of WCAC.**

INVENTORY INSTRUCTIONS:

Name/contact info: Please list your NAME as you would like it to appear in the show. Include your contact information: address, email & phone so that we can reach you before or during the show.

Inventory Code: Use your initials and an item number, e.g., Janis Lee Wood = JLW-01, JLW-02, JLW-03. Everything you display will need a separate inventory number – this is how we track and pay you for what we sell during this show. List each item on a separate section of the inventory sheet. If you are selling more than one item as a set (jewelry, pottery, etc.), please list it as one item and include the number of pieces in the set.

Replacing works that are sold: When your works sell, you may replace them with new pieces – be sure to include the inventory information for each addition.

Artist Signature: _____ Date _____

Received by: _____ Date _____

Removed by: _____ Date _____