MFAH Glassell School of Art

STUDENT SALE REGISTRATION INFO

2026 Annual Art Sale

DECEMBER 10–13

- Participation is open to students enrolled in spring, summer, and/or fall 2026 semesters who have been enrolled in full studio courses (14 sessions). Students only enrolled in art history courses may not submit work.
- Register online with the QR code or via paper forms available in the administration office.
- Registration is open October 19 – November 23, 2026. No registrations accepted after November 23, 2026.

ACCEPTABLE WORK

- All work must be original. All work must have elements of artistic and individual merit.
- No jewelry made from kits will be accepted. Work with strung beads must include artist-made findings or other elements.
- All work is reviewed and the school reserves the right to remove work from the sale.
- Questions: Please ask your faculty or contact Ashley Diaz aadiaz@mfah.org or Glassell@mfah.org

PRICING & TAGS

- Standardized tags are provided. Tags are dated and sequentially numbered. Please do not use leftover tags from previous years.
- Each person may submit a total of 30 items to the sale, and will be given 1 packet of 30 tags.
- Tags are available upon completion and submittal of Student Sale Registration Form.
- Write legibly, especially the price for each item.
- Price adjustments, BOGO deals, and markdowns are not permitted during the sale.
- Please attach price tags securely to the front of the work, using only blue tape, above any wrapping and in an easy-to-reach place. **Do not use duct or packing tape.** Work without price tags cannot be sold.
- Remove and keep the **pink** copy of each tag.

WORK PREP

- Please see the packet of information on best practices for packaging your work. Feel free to attach cards with information about yourself as an artist (website, Instagram, email, etc.). The #1 question from shoppers at the sale is "How can I find out more about this artist?"
- Drawings, prints, watercolors, and photos: Put in acetate sleeves, with price tags on front, outside of any wrapping or sleeve. Chalk and charcoal works must be fixed and wrapped.
- Paintings: **Must be dry.** Damaged, wet, or sticky paintings will be removed. All price tags should be on the front of the painting.
- Ceramics/sculpture: Attach tags securely. Consider a small price sticker. If item is not food and/or dishwasher safe, please indicate on tag or other materials.
- Jewelry: Consider mounting pieces on cards. Wrapping materials for purchases will be provided. If you have unique wrapping materials or boxes that will convey with the piece, please mark appropriately.
- Multipart sets: Sets should be marked as such, and count as one item (only need 1 tag).

WORK INTAKE

- Monday–Tuesday, December 7–9, 9:00–6:00 p.m.
  Wednesday, December 9, 11:00 a.m.–7:00 p.m.
- Check in with Glassell staff at 2nd floor. Intake is **drop-off** only. Tags should be completed and attached with blue tape. All items must be dropped off at once. Glassell does not provide tape or other materials for artist use at intake.

SALE SETUP

- Thursday, December 10, 10 a.m. – 2 p.m. (no setup prior to this time)
- This is a group display. Pedestals may not be requested and lighting will not be adjusted. Setup of the work should be straightforward. Specific installation needs cannot be accommodated.

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SALE DATES

Thursday, December 10, 5:00–8:00 p.m. (ticketed event)

Friday, December 11, 10:00 a.m.–8:00 p.m.

Saturday, December 12, 10:00 a.m.–5:00 p.m.

Sunday, December 13, 12:00 noon–5:00 p.m.

WORK TAKEDOWN

- Sunday, December 13, 5:00–6:30 p.m. (volunteers only).
  No unsold work pickup.

WORK PICKUP (UNSOLD ITEMS)

- Monday–Friday, December 14–18, 9:00 a.m.–5:00 p.m.
- Works will be located on the 2nd floor, grouped by artist.
- Glassell is not responsible for work left after December 15; leftover work will be disposed of by the school without further notice to the artist.

PAYMENTS

- Registration form must be submitted by November 23, 2026, to receive payment.
- Sale proceeds: Artists receive 70% of the sale price of the items sold. Glassell retains 30% for scholarship funds. (Sale volunteers receive a 75/25 split.) Check payments are mailed within 4–6 weeks after the sale, due to holiday staffing and mail schedules.
- Volunteer signup is online and as available for times needed. Volunteers may not assist as cashiers.

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STUDENT SALE REGISTRATION FORM

Student Sale Registration Form

- All forms due by November 23, 2026.
- Participation is open to students enrolled in spring, summer and/or fall 2026 semesters who have been enrolled in full studio courses (14 sessions). Students only enrolled in art history courses may not submit work.
- Participants are given 1 packet of 30 tags and may only submit 30 items to the sale.
- All work must be delivered by Wednesday, December 9 by 7:00 p.m.
- All unsold work must be picked up by Friday, December 18 by 5:00 p.m. Works left after that date are considered abandoned and will be disposed of by the school.
- Completed forms must be delivered to Glassell as follows:

Mail:
Glassell School of Art
PO Box 6826
Houston, TX 77265

Email:
glassell@mfah.org

Hand delivery:
Glassell School of Art
Admin Office – Room 324
5101 Montrose Blvd.
Houston, TX 77006

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STUDENT SALE REGISTRATION FORM

Please complete the information below and keep the top portion for your records. This form is used to process payments, so name and mailing address should be appropriate for banking and mail purposes. **PLEASE PRINT LEGIBLY.**

Name (First and Last) _____ Nickname/Artist Name (if any) _____

Street Address / Apt # / City / State / Zip _____

Email _____ Phone (Area Code and Number) _____

Type of Work _____

Secondary Type of Work (if any) _____

I have read and understood the rules and regulations. I understand that Glassell and the MFAH are not responsible for lost or damaged items.

Signature _____ Date (Month / Day / Year) _____

FOR OFFICE USE ONLY: *Price tags distributed?* ☐ YES #_____ _____ (Staff initials/Date)