



HANDBOOK

EMILY CARR UNIVERSITY OF ART + DESIGN
November 27 – 29, 2025

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Key Dates

Sept 24	Info Session – Online 11:30am – 12:20pm
Sept 25	Registration opens 9am
Oct 10	Registration closes at 11:59pm
Oct 23	Label submission portal opens
Oct 29	Q + A Session 11:30am
Oct 30	Participant shift sign-up opens in Vome
Nov 5	Q + A Session 11:30am
Nov 13	Deadline for Label Submissions at 11:59pm Evite issued for distribution (invite your friends + family!)
Nov 20	Label Pick-Up Small Boardroom (D2435) 11:30am – 4pm Deadline for Participant Shift sign-up at 11:59pm
Nov 21	Label Pick-Up Small Boardroom (D2435) 11:30am – 4pm
Nov 20-21	Structural set-up MOEC 9am – 4pm
Nov 24	Work drop-off ECU Boardroom (D2315) 10am – 4pm
Nov 25	Work drop-off cont'd ECU Boardroom (D2315) 10am – 4pm
Nov 26	Install 10am – 8pm Deadline for Promo Image Submission at 11:59pm
Nov 27	ECU Community Pre-sale 2 – 4pm
Nov 27-29	Student Art Sale Th 5 – 9pm Fri 12 – 8pm Sat 12 – 6pm
Nov 29	Strike begins 5 – 9pm
Nov 30	Strike continues / Patch + Repair 10am – 4pm Unsold work pick-up ECU Boardroom (D2315) 1 – 6pm
Dec 1	Unsold work pick-up cont'd + Clean-up Boardroom (D2315) 9am – 2pm Repaint walls 9am – 5pm

**Don't forget your Inventory List and student ID to claim unsold work!*

Questions? Contact sas@ecuad.ca | Register online at ecuad.ca/sasreg

Guidelines + Seller Responsibilities

Eligibility + Conditions

- Participants must be enrolled in a minimum of 6-degree credits at ECU during the Fall term and be in good financial standing with the university.
- Participants may only sell their own works. In the case of collaboration, each participant must be enrolled in a minimum of 6-degree credits at ECU **and** registered in the SAS.
- Participants falsely representing themselves by selling work that is not their own will have their work removed from the sale.
- Participants may not sell work that violates [copyright](#) or [trademarks](#).
- All sales must go through the cashier station; private sales are not permitted.
- Participants are highly recommended to view the workshop recordings on Pricing and Packaging + Display.
- The SAS runs on teamwork — every student is required to complete one participant shift (between 3 - 4 hours). There are many roles to choose from and it's a great way to be part of the action. If a shift isn't completed, a 75% commission fee will be applied.

Registration

- Students who wish to participate are required to register by **11:59pm on October 10, 2025**. Late registrations will not be accepted. You will receive an email confirmation when your registration has been submitted.
- Space is limited to 250 students. A waitlist will be established for those who sign up after the cap has been reached. You will receive an email confirmation if you are waitlisted.

Release Form

- The ECU Release Form allows the university to promote your work through social media channels, such as the SAS + ECU Instagram accounts, ads, and the website. The form also covers event photography that may or may not include images of you and your work. If you do not wish to be photographed during the event, please advise the photographer. Forms must be completed when you register.
- If you are under 19, your parent or legal guardian will need to complete the Release Form on your behalf. The SAS Team will contact them with the information you supply.

Merchandise Packaging, Labeling and Display

- Participants will be responsible for providing their own packaging and display materials (e.g. cardboard backing + sleeves for prints/photos, hanging mechanisms, small bags for stickers, jewelry hangers, bowls, etc.) and properly adhering the labels provided to their works.
- The university supplies tissue, wrapping paper, bags, etc. at the check-out.
- **Please note that we will NOT accept 2D works that do not have a rigid backing.** Unbacked works risk potential damage and may impact the buyer's ability to see and access yours' and others' work.

- Paintings must be dry and any drawing that requires fixative must be sprayed well in advance. We strongly encourage you to consider attaching a business card, artist statement, or professional information to your work such as a website or IG handle. This can be in the form of a QR code. If your IG is set to private, please do not include it, or consider making it public.
- There will be a limited number of bins for prints/photos, pegs for ceramic mugs, shelves, clothing racks/hangers, tables, plinths, etc. You are encouraged to contribute your own display items. Please ensure that they are clearly labeled with your contact information for return.
- When packaging small, grouped items (e.g. cards, sticker sets, or sets of accessories), ensure that they are firmly secured and labelled to identify them as such. Do not use tape or paper clips as these often become separated. Some better options include- cellophane sleeves or bags, attaching items with cord or fully closing fasteners, or having the items attached to the same cardstock
- You'll find additional information on packaging and display in the workshop recording.

Work Drop-off

- Work must be dropped off in the Boardroom (Room D2315, Level 2) on one of the following dates:
 - **November 24 from 10am - 4pm**
 - **November 25, from 10am - 4pm**
- Labels **MUST** be affixed to your work **BEFORE** you drop it off.
- We are also requesting that you bring your Label Inventory sheet with you to Work Drop- off. This will make it easier to crosscheck with our Square inventory to catch any discrepancies and will facilitate making any **emergency** changes.
- The Chief Installer requires sufficient time to curate the sales floor. **We cannot accept work past this deadline.**

Payment + Participant Fees

- **IMPORTANT!** Participants who sell work will be paid by Electronic Fund Transfer (EFT/Direct Deposit). If you have participated in the sale in past years or received a bursary, your information will be on record. If you've worked at the school as a monitor, you will need to register as this is a different payment system. Refer to Recordings + Resources for Direct Deposit Form. Once complete, please email the form to ap@ecuad.ca. (Do not email your financial information to us.)
- The university will deduct up to a maximum of 25% of total works sold to offset administrative costs of the sale. These costs include staffing, infrastructure and materials related to the event. This does not represent a profit for the university.

Social Media

- The official Instagram account for the Student Art Sale is [@emilycarr_sas](#).
- If you're on IG, be sure to follow us and tag your works for reposting!
- The established hashtags for the sale are: **#BuyMoreArt**, **#EmilyCarrSAS**, and **#StudentArtSale** (Optional - **#ECU100**).

Participant Shifts

Participant shifts are integral and a necessary commitment for participation in the SAS. All registered students must complete one shift (shifts vary between 3-4 hours). Without them, the sale would not exist.

- Shift sign-up (via Vome) will open on **October 30** and close **November 20**. Participants can access Vome and register for their shifts.
- Shift selection is on a first-come basis. You can change your shift via Vome, up to November 20. If an emergency or medical issue arises and you cannot make your shift, please contact sas@ecuad.ca immediately.
- Mobile device use is not permitted during shifts.
- Plan to meet outside the Boardroom (D2315, Level 2) for check-in and an overview of duties.

Shift Roles

Label Distribution

- You'll be responsible for distributing labels and recording pick-ups, and flagging any last-minute quantity changes. Accuracy is key, as these updates ensure our inventory is properly adjusted in Square before the sale. The ideal candidate is detail-oriented, reliable, and comfortable working in a fast-paced environment. You'll also be working with the SAS team in this job.

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 (like tables, plinths or shelving), 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 installation.

Work Intake

- This position will be responsible for collecting work from participants – checking against inventory sheets, ensuring labels have been properly affixed, and depositing work within designated areas of the MOEC and storage room. If you are a clear communicator, enjoy

talking to your fellow students, have a keen eye and a passion for organizing, this is the job for you!

Artwork Install

- This is a good role for those who have taken part in the sale previously. You're 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 can creatively organize a table so that the work stands out. You will be building on the structural set-up team's work, installing works in a specified exhibition space within the MOEC as directed by the Chief Installer. 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. ***Note:** We will have a few shifts listed in VOME that are specific to program majors to ensure work is handled correctly and displayed in the appropriate areas e.g. ceramics, printmaking, digital media... Sometimes this may include a lead position i.e. A painting major taking charge of a group who must move paintings into MOEC for hanging.

Floor Sales + Customer Service

- Consider this shift if you are a people person and love to talk about art (yours and everyone else's). You will be engaging with customers by answering questions about the work, assisting them with their purchases, including help with hard-to-reach items (climbing ladders), responding to general questions, and directing them to the cashier stations. You will note 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, making the space ready for the next day.

Roving Photographer

- Are you a dynamic 3rd or 4th year, or MFA Photo major looking to put your skills to use? Are you comfortable engaging with the public? Even better! You'll be on the sales floor documenting the sale activities, along with taking candid and posed shots of our happy shoppers. A quick turnaround time is required as we will be sharing the photos on our social media channels. Preview(afternoon) and Opening Night only. (Thursday Nov 27) We will also be looking for two photographers to document the fun and amazing energy of the SAS install on Wed Nov 26.

Wrapping Station

- If you can wrap a neat parcel and enjoy chatting with people, then you're 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. You'll be responsible for ensuring that items have been paid for prior to wrapping – and handed to the correct customer!

Greeter

- You are the 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 have an engaging personality and will be available to answer questions and be on the lookout for anyone who needs assistance.

Hold Room Monitor

- You'll run the Hold Room much like a coat-check with a two-part ticket. Customers will drop off large or bulky items that they cannot carry while they continue to shop. One part of the ticket will be affixed to the work and the second part of the ticket will go with the customer. Hold time is limited to 90 minutes and you'll notify a floor monitor when items need to be returned to the sales floor once time has expired.

Security

- For this job, you will be stationed at an exit keeping an eye on things. If you happen to encounter a potential theft or an emergency – you will consult with SAS team (Sam Burnet, Roxanne Toronto or Ashley Cheah) or ECU Security. The last shift of the day will ensure that the work in the MOEC is safely secured for the night. The early morning shift will ensure that no one enters the space, and that work is not handled until the sales floor opens. We will have stanchions in place but it's quite common for people to want a sneak peek before we launch/open – politely but firmly decline.

Strike + Clean up

- You'll help take down and organize unsold work from the sale. General tasks include removing artwork from walls and display areas, climbing ladders to remove screws, nails, and shelving, folding and stacking tables, moving work to a secure storage area, organizing unsold works by seller, etc. This position requires attention to detail, teamwork, organization, patience and clear communication. **Note:** We'll also have a few shifts reserved for **Senior Students/Past Participants** who can take on lead roles and **Program Majors** to ensure work is handled with care.

Patch + Fill

- If you prefer to work on your own and are looking for a Zen-type job, then sign up here! This shift requires you to be comfortable with heights as you will be up on ladders filling holes and lightly sanding the walls in preparation for a fresh coat of paint that will be applied the following day. Plug your earbuds in and go to town.

Pick-up Station

- You will be helping fellow students to locate their unsold work, checking ID's and checking work against inventory sheets. Students working the Monday shift will also help gather and

move unclaimed work out of the boardroom (we hope there is none!) once the SAS pick-up station has closed.

Painter

This is another job for those who like to put on their earbuds and get in the zone. You'll be rolling a fresh coat of paint to bring the walls back to their original splendor. It's great for anyone with a steady hand, patience, and a good eye for even coverage. Just throw on some comfy clothes you don't mind getting paint on and enjoy the satisfaction of seeing the space transform.

Workshops

There are two video recordings that we strongly encourage you to watch if you are a first-time participant. Links can be found on the SAS Registration + Info page.

- Pricing
- Packaging + Display

Labels

The university uses Square POS. Square utilizes barcode scanning to expedite the process for you, customers, and Financial Services. You will input your label information online. From there, your inventory will be uploaded to Square, and we will print barcode labels for you to pick up and adhere to your work.

Please familiarize yourself with the Label Template and create your own Inventory Sheet to work from. Refer to the **Maximum Quantities and Sizes** information on the following page before inputting your information. Please be accurate when submitting your information. **Double check everything.**

You will need to bring your Inventory Sheet with you for label pick-up, and work drop-off so that we can cross-reference your work with the Square Inventory. (It can be helpful at unsold work pick-up as well; sometimes people forget which titles they submitted)

Important Notes:

- Sizing is not reflected on your label due to space constraints. We request this information so that we can provide a rough estimate of item sizes for the Chief Installer.

- ***Important:** Actual label size is 1" x 2 - 5/8". Please take this into consideration when packaging small items such as buttons or jewelry as you'll need to include a backing card or tag that can accommodate the barcode label.
- The label portal will open on **October 23** and close on **November 13**. This deadline is very important as we need time to review submissions, clean up any errors or typos, and ensure that we are ready to print for pick-up on November 20 + 21, between 11:30am – 4pm.

Watch for an email with information on label pick-up.

Promo Image Submissions

Help us promote your work and the sale! You can submit up to three images for promotion on our social media channels (refer to Promo Image Submission at <https://www.ecuad.ca/sasreg>). Please size your images accordingly for IG.

Please note: this is optional and not a requirement.

- The early deadline to submit your promo image for Comms + Marketing is **November 1**.
- We will continue to accept submissions up to **November 26**.

Maximum Quantities + Sizes

Please refer to the guidelines below when determining 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
- Works do not infringe on [copyright](#) or [trademarks](#)

DESCRIPTION	MAX SIZE	MAX # WORKS
CATEGORY A – Originals		
2D Originals (Drawing, Illustration, Painting, Collage)	Up to 48" x 60"	5
	Up to 36" x 36"	15
	Up to 24" x 36"	15
	Up to 16" x 16"	15
	Under 16"	20
Furniture	Over 24" x 24"	5
	Under 24" x 24"	5
Ceramics - Originals		40
Sculpture/Design	Up to 24" x 36"	5
	Up to 18" x 24"	15
	Under 18"	20
CATEGORY B – Editions		
2D Editions (Prints / Photos)	Up to 48" x 60"	5
	Up to 36" x 36"	10
	Up to 24" x 36"	15
	Up to 16" x 16"	15
	Under 16"	20
3D Editions - Ceramics - Multiples		40
CATEGORY C – Smallwares		
Magnets/Buttons/Stickers <i>singles</i>		40
Magnets/Buttons/Stickers <i>sets</i>		40
Greeting cards/postcards <i>singles</i>		40
Greeting cards/postcards <i>sets</i>		40
T-Shirts / Clothing / Knitwear		40
Jewelry		40
Accessories		40
Books / Zines		20

*Sellers may submit up to forty (40) pieces in each of the three (3) categories (A+B+C) for a **maximum of 80 pieces in total**. Please note: this is **not** a requirement, you can sell smaller quantities. This is simply a cap on how many items you may sell in each category and in total.