

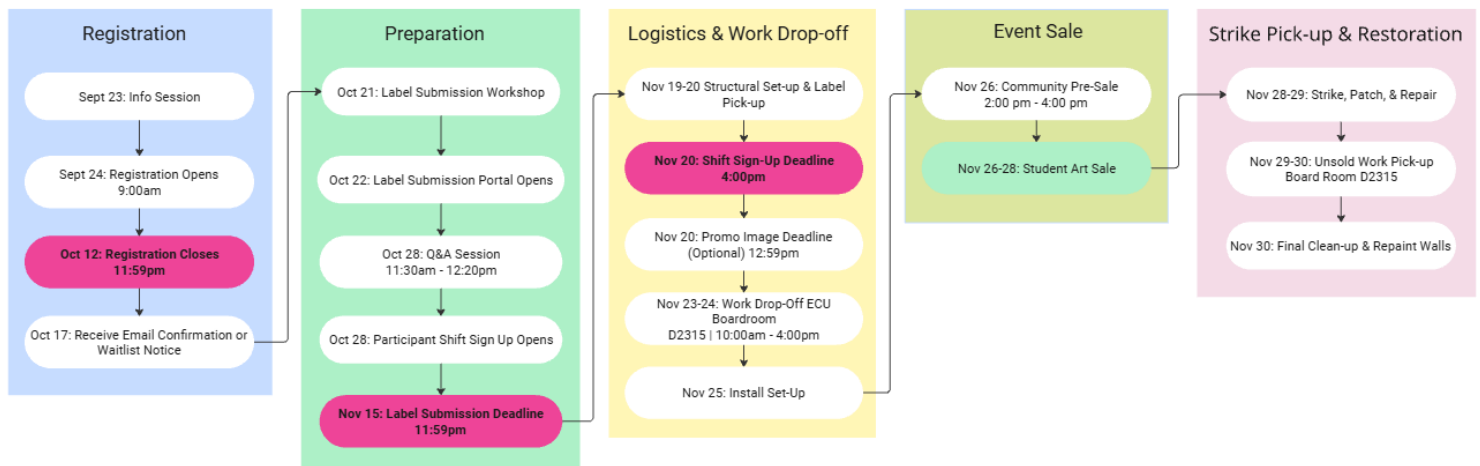


EMILY CARR UNIVERSITY OF ART + DESIGN

2026 HANDBOOK

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Key Dates

Sept 23	Info Session – Online 11:30am – 12:20pm
Sept 24	Registration opens 9am
Oct 12	Registration closes 11:59pm
Oct 21	Label Submission Workshop 11:30am – 12:20pm
Oct 22	Label Submission Portal opens
Oct 28	Q + A Session 11:30am – 12:20pm
	Participant shift sign-up opens – Register in-person during office hours
Nov 15	Deadline for Label Submissions 11:59pm
Nov 17	Evite issued for distribution (invite your friends + family!)
Nov 19–20	Structural set-up MOEC 9am – 4pm
	Label Pick-Up Small Boardroom (D2435) 11am – 4pm
Nov 20	Deadline for Participant Shift sign-up 4pm
	Deadline for Promo Image Submission 11:59pm
Nov 23–24	*Work drop-off ECU Boardroom (D2315) 10am – 4pm
Nov 25	Install 10am – 8pm
Nov 26	ECU Community Pre-sale 2 – 4pm
Nov 26–28	Student Art Sale Th 5 – 9pm Fri 12– 8pm Sat 12 – 6pm
Nov 28	Strike begins 5 – 9pm
Nov 29	Strike continues / Patch + Repair 10am – 4pm
	*Unsold work pick-up ECU Boardroom (D2315) 1 – 6pm
Nov 30	*Unsold work pick-up + Clean-up Boardroom (D2315) 9am – 2pm
	Repaint walls 9am – 5pm

**Don't forget your Inventory List and student ID!*

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 encouraged to view the workshop recordings on Pricing and Packaging + Display, and attend the Label Workshop.
- The SAS runs on teamwork, where every student is required to complete one participant shift. These vary between 3 to 4 hours, depending on the work. 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. Refer to the SAS Participant Shift Info Sheet for an overview of shifts.

Registration

- Students who wish to participate must register by **11:59pm on October 12, 2026**. Space is limited to 275 students and registration may close early once the cap is reached. Late registrations will not be accepted. If the cap has been reached, students may still register to join the waitlist. You will receive an email confirmation upon successful registration or if you are placed on the waitlist.

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, stands etc.) and properly adhering the barcode labels provided to their works.
- There are a limited number of display materials available, including bins for prints/photos,

pegs for wearable and textile items (e.g., tote bags), shelving, baskets, clothing racks/hangers, tables, plinths, etc. You are encouraged to contribute your own display materials; however, please note that they may also be used to display other participants' work. **Clearly label all personal display materials with your name and contact information so they can be returned to you with your unsold work after the sale.**

- The university supplies tissue, wrapping paper, bags, etc. at the check-out.
- **Please note that we will NOT accept 2D works that lack a rigid backing** or have a backing that is improperly sized (oversized or undersized). The backing must fit the exact dimensions of your work to prevent damage and ensure buyers can safely handle and view all pieces.
- **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.
- When packaging small, grouped items (e.g. greeting 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 Main Boardroom (D2315, Level 2) on one of the following dates:
 - **November 23 – 24 from 10am - 4pm**
- Barcode Labels **MUST** be affixed to your work **BEFORE** you drop it off. Please bring your Label Inventory sheet with you too. This will make it easier to cross-check with our Square POS inventory to catch any discrepancies and will facilitate making any necessary deletions, if you opt to remove any of your previously indicated stock. **NOTE:** We cannot adjust prices.
- Sufficient time is required to curate the sales floor. **We cannot accept work past the Work Drop-Off 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 Student Monitor, you will need to register by completing the Direct Deposit Form, as you will be paid through a different payment system. Refer to Recordings + Resources to download the 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**.

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. Please refer to the SAS Participant Shift Handbook (under SAS Handbook + FAQ) for an overview of all available shifts.

Workshops

There are two video recordings that we strongly encourage you to watch if you are a first-time participant. These links can be found under Recordings + Resources.

- Pricing
- Packaging + Display

Labels

The university uses Square POS which utilizes barcode scanning to expedite the process for you, customers and Financial Services. You'll input your barcode label information online. We'll upload your inventory to Square POS and print out barcode labels for you to pick up and adhere to your work.

Please familiarize yourself with the Label Template (under Artwork Label Submission Tutorial + Template) and create your own Inventory Sheet to work from. Refer to the **Maximum Quantities and Sizes** information below before inputting your information. Please be accurate when submitting your information. **Double check everything.**

Bring your Inventory Sheet with you for label pick-up, work drop-off and unsold work pick-up, so we can cross-reference your work with the Square Inventory.

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.
- You are welcome to use your chosen or business name on barcode labels.
- The label portal will open on **October 22** and close on **November 15**. 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 19-20, between 11am – 4pm.

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 under Recordings + Resources). Please size your images accordingly for Instagram.

Note: This is optional, not a requirement.

- The early deadline to submit your promo image for Comms + Marketing is **November 2**.
- We will continue to accept submissions up to **November 20**.

Maximum Quantities + Sizes

Refer to the guidelines and table below when determining works to place in the Student Art Sale.

Please ensure that works:

- reflect your overall studio practice with thoughtful production quality
- are suitable for a public sale at the university
- do not infringe on [copyright](#) or [trademarks](#)

You 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: It is **not** a requirement to submit 80 pieces; you can sell smaller quantities. This is simply a cap on how many items you may sell in each category and in total.

Check out the Maximum Sizes + Quantities Submission Template at www.ecuad.ca/sasreg (under *Recordings + Resources*) for a fillable resource to double check your submission amount.

DESCRIPTION	MAXIMUM SIZE	MAXIMUM EDITIONS	MAXIMUM QUANTITY
CATEGORY A – Originals		N/A Originals	Up to 40 total
2D Originals - Drawing, Illustration, Painting, Collage	Up to 48" × 60"		5
	Up to 36" × 36"		15
	Up to 24" × 36"		15
	Up to 16" × 16"		15
	Under 16"		20
3D Originals - Ceramics			40
Furniture	Over 24" any side		5
	Under 24" × 24" × 24"		5
Sculpture, Design	Max 36" × 24" × 24"		5
	Max 24" × 18" × 18"		15
	Under 18" × 18" × 18"		20
CATEGORY B – Editions		Single design or image quantity	Up to 40 total
2D Editions – Prints, Photos	Up to 48" × 60"	N/A	5
	Up to 36" × 36"	5	10
	Up to 24" × 36"	5	15
	Up to 16" × 16"	10	15
	Under 16"	10	20
3D Multiples - Ceramics		N/A	40
CATEGORY C – Smallwares		Single design or image quantity	Up to 40 total
Singles - Greeting Cards, Postcards, Magnets, Buttons, Stickers		10	40
Sets – Greeting Cards, Postcards, Magnets, Buttons, Stickers		10	40
Wearables - Clothing, Knitwear		N/A	40
Accessories – Jewelry, Keychains, Charms (Singles & Sets)		10	20
Publications – Books, Zines		10	20

FAQ

Please refer to the FAQ in the Recordings + Resources section of the Student Art Sale Registration Portal <https://ecuat.ca/sasreg>.