

2026 MCAD Art Sale Rules

MINNEAPOLIS
COLLEGE of ART and DESIGN

MCAD ART SALE—RULES & PARTICIPATION AGREEMENT
NOVEMBER 19–21, 2026

MCAD's annual Art Sale is for YOU.
Please read these guidelines very carefully to ensure a smooth and successful process!

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1. ELIGIBILITY & REGISTRATION

1.1. Who Can Participate

- Current **juniors, seniors, MFA, and MA students** ([based on earned credits, see Academic Integrity](#)).
 - Degree-seeking graduate and undergraduate **international students are not eligible** to participate in the Art Sale as sellers. However, you are eligible to apply to work the event as employed Art Sale student workers.
- All **MCAD alumni** (space is limited; first-come, first-served).
- **Out-of-town participants:** Artwork cannot be shipped to MCAD. You must either deliver it in person or arrange for a proxy (friend, family member, or classmate) to do so on your behalf.

1.2. How to Register

- **Registration Opens:** Wednesday, August 5, 10:00 a.m.
- **Deadline to Register:** Monday, October 26, 5:00 p.m.
- **Register online:** mcadartsale.com/artist-registration
 - After registering, you'll receive a confirmation email with your login and password.
 - If you don't see it, check your spam/junk folder. Still missing? Email artsale@mcad.edu for assistance.

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2. ARTWORK PREPARATION

2.1. Size and Weight Restrictions

- Artwork must NOT measure over 5ft in any direction.
- Artwork must NOT weigh over 50lbs.

2.2. Condition & Readiness

- No wet paintings or unfixed charcoal.
- Hanging Requirements
 - Wall-hung work must be gallery-ready: framed or backed and able to hang securely. MCAD will not frame your artwork for you.
 - Any artwork that may require hooks and wires for hanging should come ready to hang.
 - Hanging must use a wire or wooden cleat; D-rings or sawtooth hangers are not recommended.
 - Broken frames or fragile hanging systems will not be accepted.
- If the artwork or hanging mechanism is deemed too delicate, potentially hazardous, or requires excessive care when handling, it will be turned away.

2.3. Shrink Wrap Services

Thursday, November 5–Monday, November 9,

10:00 a.m.–7:00 p.m., Main Building, Room 118

- Art Sale staff will guide you through the process. Drop off your work in Room 118; pieces will be shrink wrapped and alphabetically sorted for pickup the following day.
- All unframed flat works must be shrink wrapped before your drop-off appointment. Only limited wrapping services will be available during drop-off.
- Size limit: 3' x 5'. Oversized work should be framed or mounted instead.
- Charcoal drawings: Must be fixed, dry, and then shrink wrapped (or covered) to prevent smudging.

2.4. Multiples

- If you are submitting multiples, we strongly recommend submitting no more than 5 of the same piece.
- Each multiple counts toward your 20-piece limit. Upload each multiple separately in the inventory system.

2.5. Selling detached pieces (Diptych, Triptych)

- To sell as one work: pieces must be physically connected and listed under one inventory entry with one label (e.g., a temporary tie on the back).
- To sell separately: If a diptych or triptych is not physically attached, each piece must be entered and priced as its own artwork. (For example, a \$600 triptych would be listed as: Title 1 of 3 — \$200, Title 2 of 3 — \$200, Title 3 of 3 — \$200)
 - Buyers may choose to purchase one, two, or all three pieces. There is no guarantee the works will be sold together—that risk is assumed by both the artist and the buyer.

2.6. Any exceptions must be submitted for approval before drop-off through artsale@mcad.edu

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3. INVENTORY, UPLOADS, & PRICING

3.1. Inventory Guidelines

- You may enter up to 20 pieces (no restocks accepted).
 - Students/MFA: \$1,000 maximum per piece
 - Alumni: \$2,000 maximum per piece

3.2. How to Upload Inventory

- Log in to mcadartsale.com/user/login. Use the “Add Artwork” feature.
- **Deadline:** Friday, November 6, 5:00 p.m. (or at least 24 hours before drop-off). All entries must be marked “Ready to Print”.
- **Each piece must include:** Artwork title, medium, category, dimensions, and an image.
 - Upload the artwork details, save it, and then upload the image (<2 MB).
 - If you opt in, artwork images may be used to promote the MCAD Art Sale on the MCAD website and social media.
 - Images can be captured on an [iPhone](#), scanner, or digital camera.
- You may edit entries until you mark them “Ready to Print.” Do NOT mark “Ready to Print” until all your artwork information is 100% complete.

3.3. Pricing Tips

- Please review the [Inventory & Sales Data from 2025](#) for pricing guidance.
- The MCAD Art Sale is an 80/20 split. Artists receive 80% of the selling price of each sale, and MCAD retains 20% to cover the event’s operating expenses.
- No sales are allowed without an official Art Sale barcode. That means NO cash transactions or Square readers.

3.4. Price Adjustments

- You may adjust the price of your artwork at any time during the Sale, though we strongly encourage waiting until Friday to do so.
- To adjust a price:
 - Locate your piece and clearly write the new price on its label.
 - Initial next to the new price to confirm the change.
 - Do not write over or mark the barcode, as this may prevent your work from being sold correctly.
- **Disclaimer:** Cashiers cannot honor price changes unless the new price is clearly written and initialed by the artist.

4. W-9 FORM SUBMISSION

- 4.1. Policies and procedures for 2026 W-9 submission are currently under review and will be updated as soon as they are finalized.**

5. ARTWORK DROP-OFF

Sunday, November 8, 9:00 a.m.–4:00 p.m., MCAD Main Gallery (Alumni preferred)

Monday, November 9, 9:00 a.m.–4:00 p.m., MCAD Main Gallery (Students preferred)



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- 5.1. Appointments:** Drop-off appointments are not required, but are strongly encouraged to help keep the process smooth for everyone. A booking link will be shared after registration closes.
- 5.2. Labels:** If you mark your inventory "Ready for Print" by Friday, Nov. 6 (or at least 24 hours before drop-off), your labels will be pre-printed and ready. This makes the drop-off process take about 20–30 minutes. If not, expect the process to take 60 minutes or more.
- 5.3. Out-of-town participants:** You cannot ship artwork to MCAD. Instead, you must appoint a proxy (friend, family member, or classmate) to deliver and label your work in person. Be sure your W-9 is submitted and your proxy has all the information they need.

6. ARTWORK DISPLAY

- 6.1.** Installers will continue the practice of grouping each artist's work together by category to create a cohesive presentation. However, please note that grouping may not always be possible.
- 6.2.** For example, if you submit pieces that require different display methods (such as wall-hung work, boutique items, and shrink-wrapped pieces), they may need to be shown separately.
- 6.3.** In some cases, we cannot guarantee that all of your work will be displayed together.

7. ARTWORK PICK-UP

Saturday, November 21, 5:00 p.m.–8:00 p.m., MCAD Main Gallery

Sunday, November 22, 10:00 a.m.–4:00 p.m., MCAD Main Gallery

- 7.1.** Artwork will remain in its designated grouping during pickup. Each artist is responsible for de-installing their own work. Staff will be on-site during the official pickup times to provide zoned assistance if needed.
- 7.2.** After these scheduled times, all remaining artwork will be de-installed, consolidated in a single location, and available for self-serve pickup only. No staff assistance will be available.
- 7.3.** If you cannot attend, you may send a proxy (friend, family member, or classmate) to collect your work. Make sure they have all the necessary information for a smooth pickup.
- 7.4.** Unclaimed artwork will not be stored by MCAD. Any pieces left after the designated period may be donated or placed on the Free Shelf.

8. PAYMENT

8.1. Artist Earnings

- The MCAD Art Sale is an 80/20 split. Artists receive 80% of the selling price of each sale, and MCAD retains 20% to cover the event's operating expenses.
- The Art Sale is not a fundraiser, but any proceeds beyond expenses go directly to student scholarships.
- If your total sales exceed \$600, you will also receive a 1099 form for tax purposes in the new year.

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8.2. Payment Timeline

- The semester ends Friday, Dec. 11.
- Artist payments will be processed shortly after and sent within about two weeks.
- Please allow this full period before expecting your payment.

8.3. Payment Options

- **Check by Mail**
 - Checks are mailed to the address on your W-9.
 - Your legal name in the inventory must match your W-9.
 - Incorrect or missing information will delay payment.
- **ACH/Direct Deposit**
 - To set up direct deposit, submit the ACH Authorization Form along with documentation showing your routing and account numbers.
 - Acceptable documents include: A voided check, A direct deposit authorization letter from your bank, A screenshot of your routing and account numbers (with balances and other financial details redacted)
 - Without this documentation, we cannot process the ACH setup, and you will receive a paper check instead.

8.4. Holiday Closure

- MCAD offices are closed from Dec. 21 to Jan. 3. No payments or rush requests can be processed during this time.

9. OTHER IMPORTANT NOTES

9.1. Event Attendance

- **First Access Night:** Thursday, November 19, 6:00–9:00 p.m.
 - Admission is ticketed and open to guests who purchase tickets.
 - Participating artists must buy a ticket if they wish to attend on Thursday.
- **General Admission Night:** Friday, November 20, 6:00–9:00 p.m.
 - Free admission for all participating artists (no ticket required). Your name will be on the attendee list at Guest Services, Main Gallery entrance.
 - Students and alumni may also purchase one discounted ticket for \$15 for a guest. Purchase tickets and find event details at mcad.edu/artsale.
- **Community Day:** Saturday, November 21, 10:00 a.m.–3:00 p.m.
 - The sale is open to the general public.
 - Guests can purchase tickets and find event details at mcad.edu/artsale

9.2. Learn More About Participating

Have questions about the Art Sale or want to learn more? Join us at one of these opportunities:

- **Tabling Hours: Monday, October 6 and Tuesday, October 7, 12:00–1:00 p.m., in the College Center at MCAD.** Stop by to meet the Art Sale staff, ask questions about participation, and learn more about the event.
- **Virtual Participation Guide Walkthrough: Wednesday, October 8, 12:00 p.m. (noon).** Join us online as we walk through the Participation Guide and answer any questions you have about participating in the Art Sale.

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10. ACADEMIC INTEGRITY, COPYRIGHT, AND AI

10.1. Academic Integrity

- Students are prohibited from engaging in academic dishonesty, which includes submission of false records of academic achievement; altering, forging or misusing a College academic record, document or funds; acting alone or in cooperation with another to falsify records to obtain grades, honors, awards, or professional endorsement in a dishonest manner; plagiarizing.
- Any participant discovered to be ineligible or violating these rules will be removed from the Art Sale.

10.2. Copyright

- Please be aware that MCAD has a strict policy around copyright infringement. Violators of our copyright infringement policies risk removal from the Art Sale and any future Art Sales. If you have any compliance questions about this policy, please refer to [MCAD's Copyright and Fair Use Policy](#).
- Quoting uncited materials, visual, written, or coded; presenting the work of others as your own; using work of other MCAD students without their express permission. This includes submission of work for MCAD courses, exhibitions, or sales.

10.3. AI-Generated Artwork

- AI-generated artwork needs to be identified as such. Any piece that is found to be AI-generated but is not clearly identified will be removed from the Art Sale.

11. LIABILITY AND WAIVER

As a voluntary participant in the MCAD Art Sale, you understand and assume the risk of including your artwork in this event.

- 11.1.** MCAD is not responsible for damaged, lost, or stolen artwork. The participating artist is liable for any loss or damage to item(s). The participating artist assumes any responsibility or obligation for any loss or damaged item(s).
- 11.2.** The participating artist cannot, under any circumstances, move or touch any artwork involved with the Art Sale, including their own artwork, until the Post-Art Sale Artwork Pick-up.
- 11.3.** It is further understood that the item(s) on display are not and will not be covered under any insurance policy owned by MCAD or MCAD Art Sale. It is the artist's burden of cost. This waiver will be kept on file for up to one year following The Art Sale.
- 11.4.** MCAD and the Art Sale team reserve the right to move, place, reorganize, and even remove any artwork that has been processed after dropoff, as well as the right to refuse any artist or artwork.

IT WILL BE UNDERSTOOD THAT ALL PARTICIPATING ARTISTS HAVE READ, UNDERSTOOD, AND AGREED TO THE POLICIES AS STATED ABOVE.

