

Show Intake of Art

Name of show:	Show dates:	Inventory page # :
Artist's name:	Phone:	
Address:	Cell:	
City, ST, zip:	Email:	

Date IN:

1	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
2	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
3	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
4	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
5	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT

# of pieces	Fee/piece	Total	Paid	Check	Cash	Initials

To drop off, all boxes must be checked

- Stermer waiver in place? *Check Gallery Register Book for waiver. If none, have artist sign and file alphabetically in book.*
- SAG waiver in place? *Check Gallery Register Book for waiver. If none, have artist sign and file alphabetically in book.*
- Artwork labeled:
piece name, artist, medium *If not, blank labels for completion are located in Show Inventory Book*

Check only one box	Commission	Fee/piece
<input type="checkbox"/> SAG Member, gallery volunteer	20%	\$3.00
<input type="checkbox"/> SAG Member, non-volunteer	30%	\$3.00
<input type="checkbox"/> Non-member, gallery volunteer	30%	\$5.00
<input type="checkbox"/> Non-member, non-volunteer	50%	\$5.00

Artist completes on intake
SAG completes on intake
SAG completes during show
SAG completes on pickup

The artist agrees to both the following:
 (1) The above indicated commission and fees
 (2) The *3rd Street Gallery* has the option to sell the piece at a 10% discount off the listed price
 Artist Signature _____ Date _____

The Gallery representative acknowledges the above artwork was received.
 Gallery Representative _____ Date _____

- Original: Place in Show Inventory Book
- Copy1: Place with TODAY'S receipts
- Copy 2: To artist

3RD STREET GALLERY CRITERIA
SPONSORED BY THE SANGRES ART GUILD

ARTWORK THAT IS SHOWN IN THE GALLERY IS DEFINED AS FOLLOWS:

- 2-D original art – all sizes and styles; and 3-D sculpture (such as stone, wood, bronze, glass)
- Original photography, which includes film and digital
- Studio craft to include pottery, metal work, wood and fiber art
- No clothing, fashion accessories or furniture
- Jewelry must be of precious or semi-precious metals and stones
- Note cards from original artwork and photography

PRESENTATION

- All work must have proper wire and eyelets (no sawtooth hangers)
- All 2-D artwork must be framed or have finished edges.
- All artwork on paper must be under glass, plexiglass, or suitably protected. Matting is recommended.
- All artwork must be labeled with: Title, medium, artist's name

PAPERWORK

- An inventory including list of artwork with title, medium, and price is required for all shows, bin art and multiples (jewelry and note cards)
- Agreement on commission, fees and confirmation of signed waivers for SAG and Stermer
- Insurance is the responsibility of the artist
- Artist's statement and biography are recommended

FEATURED ARTIST SHOW

- This show is for one month only, unless otherwise agreed
- Both members and non-members of the Sangres Art Guild shall have the opportunity to sign up for a "Featured Artist" slot on a first-come/first-serve basis.
- To apply, an artist must have been juried into a gallery rotating show
- May be one or more artists
- Work that is sold may be replaced with other artwork upon approval. Switching or taking art out during the exhibit period is prohibited.
- Artist is responsible for transporting art, hanging their show, announcements and invitations, and artist's reception
- Gallery will submit a press release

ROTATING SHOW

- Usually rotates every two months.
- All artwork will be juried into the show. Submit original art only.
- Artwork that is not accepted for exhibit must be picked up within 7 days of jurying unless special arrangements are made with the gallery.
- Artwork left beyond 30 days at the end of the exhibit becomes the property of the Sangres Art Guild unless special arrangements are made.
- The same artwork will not be accepted within a 12 month period

BIN ART

- 2-D flat work only, matted or mounted, and unframed
- Pieces must be wrapped for protection
- Prints must be from original art