

### Show Intake of Art

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

**Date IN:**

<b>1</b>	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
<b>2</b>	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
<b>3</b>	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
<b>4</b>	Name of artwork	Medium	Price \$	Accepted YES or NO	Date sold	Actual Sale \$
	Picked up by (printed name)	Signature				Date OUT
<b>5</b>	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 _____ CC _____ Initials _____
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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	30%	\$8.00
<input type="checkbox"/> Non-member	40%	\$16.00

Artist completes pink 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