



# Exhibition Submission Form

Title of Show \_\_\_\_\_

Drop off date \_\_\_\_\_

Artist Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Submission Fee & Commission Rate for works sold

| <input checked="" type="checkbox"/> Membership Status   | Submission Fee | Commission Rate |
|---|----------------|-----------------|
| <input type="checkbox"/> Nonmember                      | \$10 per piece | 40%             |
| <input type="checkbox"/> Nonworking Member              | \$5 per piece  | 30%             |
| <input type="checkbox"/> Working Member<br>(3+hr/month) | \$5 per piece  | 20%             |

|  |
|--|
| <b>For office use only</b><br>Paid ___ cash ___ check<br>___ charge<br>Amount \$ _____<br>Staff initials _____ |
|--|

- ◆ **All works** must be labeled on the back/bottom with 1) artist name, 2) title, 3) medium & 4) price (or NFS). Small forms & tape are available at the NAA.
- ◆ **Hanging works must have a hanging wire securely attached with hardware.** Use D-rings (preferred) or small eye-screws to attach the wire, placing them on the right & left sides of the work, about one-third of the way down from the top. String the wire with a minimum amount of slack. (Pieces submitted with any other hanging hardware, or with wire attached with tape, will not be accepted.)

## Maximum 3 submissions per artist – Please print clearly

| Title | Medium<br>(pencil/clay/oil/mixed) | Price or<br>NFS* | Office Use Only   |                      |                   |
|-------|-----------------------------------|------------------|-------------------|----------------------|-------------------|
|       |                                   |                  | Accepted<br>(Y/N) | Artist's<br>Initials | Date<br>Picked Up |
| 1.    |                                   |                  |                   |                      |                   |
| 2.    |                                   |                  |                   |                      |                   |
| 3.    |                                   |                  |                   |                      |                   |

\*Include a price if you would like to sell your work, or write "NFS" (not for sale).

## Agreements & Permissions

I agree to hold the NAA harmless for any loss, harm, or damage resulting from entry and display of my/my child's work while in the possession of the NAA. I agree to pick up submitted works promptly when notified to do so and understand that any items not collected within 30 days of notification will be considered the property of the Newark Arts Alliance. I give the NAA permission to use images of my/my child's work for publicity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Sign after printing. Parent/Guardian must sign if artist is under 18.)

Printed Name of Parent/Guardian if artist is under 18 \_\_\_\_\_

**Sale Information** (For office use only)

|                            |    |                  |  |
|----------------------------|----|------------------|--|
| <b>Title of work sold</b>  |    |                  |  |
| <b>Sale Price</b>          | \$ | <b>Date Sold</b> |  |
| <b>Buyer's Information</b> |    |                  |  |
| <b>Name</b>                |    |                  |  |
| <b>Address</b>             |    |                  |  |
| <b>Telephone</b>           |    |                  |  |
| <b>Email</b>               |    |                  |  |

|                            |    |                  |  |
|----------------------------|----|------------------|--|
| <b>Title of work sold</b>  |    |                  |  |
| <b>Sale Price</b>          | \$ | <b>Date Sold</b> |  |
| <b>Buyer's Information</b> |    |                  |  |
| <b>Name</b>                |    |                  |  |
| <b>Address</b>             |    |                  |  |
| <b>Telephone</b>           |    |                  |  |
| <b>Email</b>               |    |                  |  |

|                            |    |                  |  |
|----------------------------|----|------------------|--|
| <b>Title of work sold</b>  |    |                  |  |
| <b>Sale Price</b>          | \$ | <b>Date Sold</b> |  |
| <b>Buyer's Information</b> |    |                  |  |
| <b>Name</b>                |    |                  |  |
| <b>Address</b>             |    |                  |  |
| <b>Telephone</b>           |    |                  |  |
| <b>Email</b>               |    |                  |  |