



# A.R.T. Inc Members Exhibit – page 1 of 2

## Key Dates:

- Submit Entry at the Gallery.....Thursday, January 12, 5pm-7pm
- Artist Reception & Awards Presentation.....Saturday, January 21, 1pm-3pm
- Exhibition Dates ..... January 21 – March 3, 2012
- Pick Up Exhibited Work ..... Tuesday, March 6, 2012, 3pm-6pm\*

## Terms and Requirements:

Your entry indicates your acceptance of terms & requirements of this exhibit and the Adobe Art Gallery.

- Must be current A.R.T. Inc. Member, as verified by A.R.T. Inc.
- Open to all media. Work must be, or original in nature, completed within the last 2 years. Work previously shown at Adobe Gallery is not eligible.
- Work must be in gallery appropriate condition: clean, well-prepared, undamaged (including frame), secure and ready for display (i.e. "ready to hang on a nail" or set on the floor or pedestal for 3-d work).
- DRY - No wet paint or glue. SECURE and STABLE
- Maximum size limit is 42" in width, including frame. Maximum weight is 50 lbs.
- 2-D works on paper or other fragile media should be framed (gallery appropriate), and under glass or plexiglass. (Plex is strongly preferred, especially for larger pieces, > 20"x22") No exposed/unwrapped glass or plex edges.
- 2-D works should be wired, clean and ready to hang. FLAT hardware only. No protruding screw eyes.
- Completed entry form is required. Label must be legibly completed and securely attached (on the back for 2-D) to all work submitted.
- All artwork must remain through exhibit close, Friday, March 3, 3pm.
- Art Pickup is Tuesday, March 6, 2012, 3pm-6pm\* \*Entrants are responsible for picking up artwork during the scheduled pick up time. If you would like a designee to pick up your work, please complete the authorization on the entry form OR provide the designee with a signed authorization to present at pick up. H.A.R.D. charges \$5.00 per piece per day for work left after any pick-up deadlines.
- The artist understands and consents to use of submitted art in promotion of the exhibition and the gallery.

Entry Fee A nonrefundable entry fee \$5, payable when entry is submitted.

Insurance Care will be taken to assure the proper handling of entries, but H.A.R.D. does not insure artwork submitted to the gallery. It is the responsibility of the artist to carry insurance, if desired.

Sales H.A.R.D. encourages sales; any work that is for EXHIBIT ONLY should be marked "NFS" (not for sale). Items sold will remain on exhibit until the show closes on Friday, March 3, at 3pm. H.A.R.D. retains 30% of sales. A completed W-9 form (available on the gallery website [www.adobegallery.org](http://www.adobegallery.org)) is required by all artists prior to payment processing for tax reporting purposes. Payments are usually mailed within 4-6 weeks after show ends.

Awards Equal value Awards of Merit will be presented at the reception.



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**Entry Form** - Please type or print *LEGIBLY*. This form is used to create gallery documents. *Make a copy for your records.*

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_  
 street, city, zip code

Submission Title	Medium	Price*	Est Value**

\*Write "NFS" if the item is not for sale. \*\* Provide Estimated Value for ALL pieces.

- Items sold will remain on display until the show closes. H.A.R.D. receives 30% of any sales during or resulting from exhibiting at the Adobe. A completed artist W-9 form is required prior to payment processing for tax reporting purposes.
- Artists are responsible for picking up artwork during scheduled pick up times. H.A.R.D. charges \$5.00 per piece per day for work left after the scheduled pickup times. Artist may authorize a designee to pick up their artwork on the following line.
- \_\_\_\_\_ is authorized to pick up art.  
 Artist's Initials: \_\_\_\_\_

**Insurance Information for Exhibiting Artists:** The Hayward Recreation & Park District is self-insured and does not carry insurance for items submitted to the Adobe Art Gallery and therefore cannot be responsible for any loss or damage. All work is submitted at the artist's own risk. It is the responsibility of the artist to provide his or her own insurance if desired. Be assured that every possible effort will be made for safe handling of all work. Additionally, the Adobe Art Center is secured with an alarm system and is under the protection of Parks and Recreation security personnel.

My entry and signature indicates I have read and accept the terms of this exhibit.

X \_\_\_\_\_  
 Artist Signature/Date

**IMPORTANT:** Complete **label** information *legibly*. Securely attach to the back of your submission.

**Adobe Art Gallery - A.R.T. Inc. Members Exhibit**  
 COMPLETE LEGIBLY – Tape to back upper left of work.

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

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Price: \$ \_\_\_\_\_ If NFS: initial here \_\_\_\_\_  
 and provide estimated value \$ \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_