

GALLERY EXHIBIT ENTRY FORM AND PROCEDURES FOR 2-D ART

- ✓ Bring completed entry form, information cards, fee and art work to change-out
Choose dates to sit if not pre-scheduled using Sign Up Genius.
- ✓ Hanging wire must be attached to picture frame per Handbook Instructions
- ✓ Attach string to hanging wire with information card attached to other end of string.
Information card should drape over top of picture to be read from the front.

PRINT

Name _____ Phone _____

Title _____ Medium _____	
Outside Frame Size _____ Price _____	<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available
<input type="checkbox"/> Pay-As-You-Go Fee \$ _____	<input type="checkbox"/> Yearly Fee Paid (<i>check if applicable</i>)
<i>Office use only:</i>	
Sold Date: _____ Initials: _____	Picked Up Date: _____ Initials: _____

Title _____ Medium _____	
Outside Frame Size _____ Price _____	<input type="checkbox"/> Check here if prints (<i>giclees</i>) are available
<input type="checkbox"/> Pay-As-You-Go Fee \$ _____	<input type="checkbox"/> Yearly Fee Paid (<i>check if applicable</i>)
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<i>Office use only:</i>	
Sold Date: _____ Initials: _____	Picked Up Date: _____ Initials: _____

Every effort will be made in the safe handling of art work. However, HAA and its representatives will not be held responsible for any loss or damage to accepted artwork or submitted images. HAA reserves the right to photograph any entry for publicity purposes. Submitting to this exhibit implies agreement on the part of the artist to all listed conditions, including the HAA Policy for Abandoned Art.

Signature _____ Date _____

A complete entry form and prospectus will be emailed/mailed to you prior to each new exhibit at the gallery. Please follow the directions on the form.

*Please note: Unless your art work is sold, for security and insurance reasons, you may **NOT** remove your work from an exhibit except on change-out day. If there are extenuating circumstances that require you remove your work, please contact the Gallery Committee Coordinator.*

See information cards on next page.