

# GALLERY EXHIBIT ENTRY FORM & INVENTORY SHEET FOR UNFRAMED MATTED PHOTOS, PRINT AND ORIGINAL WORK, MINIS AND CARD RACKS

- ✓ 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.*
- ✓ Exhibitors may choose to keep the inventory on their custom sheet.
- ✓ Use first column\*\* to indicate:  
*Original* work with an "O", *Print Work* with a "P", *Photos* with a "PH", *Mini Paintings* with a "M" and *Cards* with a "C".

**PRINT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Pay-As-You-Go Fee \$ \_\_\_\_\_  Yearly Fee Paid (*check if applicable*)

**	Item #	Title/Description	Price	Date In	Date Out	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 \_\_\_\_\_

*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.*