

ST. MARK'S EPISCOPAL CHURCH
431 Richmond Pl, NE
Albuquerque, New Mexico 87106
505-262-2484
ART AND EXHIBITION AGREEMENT FOR
SMALL WORKS

The Gallery of the St. Mark's Episcopal Church is pleased to exhibit your work in St. Mark's Gallery.
Date of Exhibit: September 27, 2015 to January 8, 2016.

Each artist is allowed to submit up to 5 pieces, no larger than 8 x 10 (framed).

ENTRY REQUIREMENTS

A list of entries should be e-mailed to Audrey Minard at aeminard@gmail.com in the same order indicated on the entry form. In the e-mail, please include your address and phone number for our accounting purposes. Deadline for entries is Monday, September 14, 2015.

If unable to e-mail, please mail the form to Audrey Minard, PO Box 2541, Tijeras, NM 87059, to arrive at least two (2) weeks prior to delivery date. Any questions, call or e-mail. Phone 281-1966.

Please affix one of the corresponding labels included with this form to the back of each piece. It is recommended that you make a copy of the entry form for your records.
Delivery of art work is Friday, September 25, 2015 between 10 a.m. and 12 noon.

The Gallery retains 25% of all sales and checks are issued approximately every 2 -3 weeks. If a piece is sold, the artist may be contacted to provide a replacement piece, if available.

St. Mark's Episcopal Church is a non-profit entity and does not collect sales tax on artwork sold within the gallery space. It is the artist's responsibility to report any income generated from sales.

HANGING REQUIREMENTS

All pieces must be appropriately framed and ready to hang with wire. **No tooth hangers allowed**.
The Gallery Committee will hang, mount or otherwise display the artist's work on behalf of the artist.
The gallery will print display labels.

PICK UP OF ART WORKS

Pick up date for unsold pieces at conclusion of show is Friday, January 8, 2016 between 10 and 12 noon.

ST. MARK'S EPISCOPAL CHURCH
SMALL WORKS EXHIBIT

IMPORTANT

**PLEASE PRINT CLEARLY AND INCLUDE CITY AS WELL AS ZIP FOR
REFERENCE FOR SENDING CHECKS ON SOLD PIECES**

NAME: _____

STREET ADDRESS: _____

CITY: _____ ZIP CODE: _____

PHONE: _____ E-MAIL ADDRESS: _____

<u>ARTICLE/TITLE</u>	<u>MEDIUM</u>	<u>SIZE (FRAMED)</u>	<u>PRICE</u> (Include 25% comm. To Gallery)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

STATEMENT OF LIABILITY

Please read carefully and sign below

St. Mark's Episcopal Church and the Art Gallery Committee of St. Mark's will not be held liable for loss or damage to art works displayed in the church Gallery.

We will exercise reasonable care in the handling of such art works and articles being displayed.

If you would like your art work or articles insured, it is suggested that you make arrangements through your insurance company.

St. Mark's Episcopal Church and the Art Gallery Committee are not responsible for any articles left at the church after the pickup date.

By signature you agree to the terms and conditions outlined above.

NAME: PLEASE PRINT :

SIGNATURE

PLEASE FILL OUT AND AFFIX TO THE BACK OF EACH PIECE SUBMITTED.

ARTIST'S NAME _____ TITLE _____ MEDIUM _____ SIZE (FRAMED) _____ PRICE __\$ _____	ARTIST'S NAME _____ TITLE _____ MEDIUM _____ SIZE (FRAMED) _____ PRICE __\$ _____
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