



Artwork Release

Display Artist's Name: _____
Display as Anonymous: _____



*Please fill this form out in its entirety

NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

DESCRIPTION OF PIECE #1 ~PLEASE INCLUDE TITLE, SIZE, MEDIUM, PRICE (IF FOR SALE):
STORY SUBMITTED: _____

DESCRIPTION OF PIECE #2 ~PLEASE INCLUDE TITLE, SIZE, MEDIUM, PRICE (IF FOR SALE):
STORY SUBMITTED: _____

*Artwork needs to be picked up immediately following our Spoken Word event or 3/26/23 from 1-4pm at Galena Center for the Arts, 971 Gear St., Galena, IL 61036.
Please alert Irene at irenectb@yahoo.com if you require exceptions for pick up.

- * I, the undersigned artist, hereby consign the following items to Galena Center for the Arts Gallery for exhibit.
- * I understand that it is my choice to list my work as for sale or not for sale.
- * I understand the consignment fee to the gallery is 40%, and that I will receive a check for 60% of the sales price, to be paid the 10th of the month following sale. The gallery will collect and pay sales tax.
- *I agree that a commission of 40% shall be paid to the Center for any artwork sold within 60 days after exhibit at the Center, and resulting from exhibition of the Center.
- *Each item is listed above, identifying the title, medium, price, and any special relevant information.
- *If mailing in artwork, you MUST provide return postage. If your work sells, return postage will be considered a donation to Broad Ideas.

- *I understand the Gallery assumes no responsibility for loss or damage to the merchandise be it fire, theft, accident, or other cause.
- *The Center does not carry insurance for loss or damage to loaned artwork, though every precaution will be taken to safeguard your pieces.
- *I agree to pick up unsold work on 3/26/23 between the hours of 1-4pm at Galena Center for the Arts, unless other arrangements are made. Let us know in advance if you authorize a friend to pick up your work.
- *There will be a small window for work to be picked up by artists attending the Spoken Word Closing once that event has ended.
- *Broad Ideas and the Center may use a photo of your artwork in the various forms of press.
- *I am aware my story will be displayed with my artwork.

ARTIST SIGNATURE UPON DROP OFF _____ DATE _____ BROAD'S INITIALS _____

ARTIST SIGNATURE UPON PICK UP _____ DATE _____ BROAD'S INITIALS _____