

Check current show:

☐ Hot! Hot! Hot! June 19/20 intake – August 21

☐ Holiday Show October 16/17 – December 18/19

☐ On the Border August 21/22 intake – October 16

Fri. Intakes: 12– 4:00 pm; Sat. Intakes: 9 – 12:00

ARTIST'S NAME: _____ ARTIST CODE: _____

Please follow the steps below to prepare for Intake of your art in the next show:

1. Read this Agreement and provide the information on the bottom of the form and sign it.
2. Review the new Intake sheets, which follow.
3. No 2D submissions will be accepted after the above Intake dates. Check your inventory periodically in order to replace inventory.
4. PLEASE ONLY PRINT THE PAGES YOU NEED FOR INTAKE. ☺

TERMS OF PARTICIPATION

1. I will receive 75% and MAG will retain 25% commission for works sold during the Gallery show.
2. The Guild will send your commission check/s during the first week of the month following the sale.
3. I will pay a 10% commission to MAG, within one month of the sale, for any sales of my work resulting from referrals from the gallery or contacts made through the gallery.
4. I will remove unsold, 2D work from the gallery on the pickup date shown above. 2D prints, greeting cards and all 3D work may remain in the Gallery for 2 shows provided the Intake Fee is paid for each show on or before the Intake date for each show. At the end of the 2 shows, I will adhere to the Pickup date listed above for the second show.
5. I will call MAG to make arrangements if it is not possible to retrieve my work on a Pickup date.
6. Work left 30 days past the Pickup date becomes the property of Mountain Artists Guild.
7. Mountain Artists Guild will assume no liability for loss by theft, or damage to my work.
8. All art exhibited must be FOR SALE.
9. I release the Mountain Artists Guild, its staff, volunteers, and directors from any responsibility, personal liability or claims for loss or damage arising from my participation in an exhibit in the gallery.
10. I warrant that the artworks, in whole or in part, are created solely by me and I warrant that the artwork, in whole or in part does not infringe on any copyright.
11. I am required to either host in the gallery, volunteer to serve on a committee, or pay a fee of \$40 in lieu of volunteering.
12. I will give advance notice if I cannot make my shift by calling (928) 776-4009.
13. If neither volunteering nor payment obligations is met during the current show, I will volunteer additional hours in the next show or pay an extra \$40.00.

I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND POLICIES OUTLINED ABOVE.

CHECK ONE:

☐ I agree to volunteer on a committee for the duration of this show

☐ I agree to pay \$40 in lieu of volunteering during this show

PLEASE PRINT LEGIBLY

NAME _____ SIGNATURE _____

DATE _____ PHONE _____

_____BELOWFOROFFICEUSEONLY_____

CASH \$ _____ CHECK \$ _____ # _____ CC _____

_____INTAKE FEE: \$20.00 _____NON-VOLUNTEERING FEE: \$40.00

COMMITTEE VOLUNTEER COMMITMENT: _____

2D ARTWORK FOR JURYING

ARTIST'S NAME: _____

ARTIST CODE: _____

FRAMED OR GALLERY WRAPPED ORIGINAL PAINTINGS OR PHOTOGRAPHS (LIMIT 3)

1. Members will have one signed painting or photograph accepted per show, and others, as space allows.
2. Identify all entries with your Artist Code, a unique entry number per item and price per item. **Do not use an entry number more than once on the entire intake form.**
3. Attach the label with description on the back of the item (**see last page of this document**).
4. No wet paintings will be accepted.
5. Frames, mats and glass must be in gallery condition.
6. Unframed paintings must be gallery wrapped, with the finished edge painted, with a minimum of 1" to canvas edge.
7. Current gallery standards are for framed oils, acrylics and watercolors to have a dustcover on the back.
8. For framed paintings/photographs, picture wire must be securely attached and strong enough to hold the work. It is recommended wire be attached to the frame 1/3rd of the way down the frame and must hang 1.5" minimum below the top of the frame. No sawtooth hardware is permitted on original paintings or photographs.
9. After one year, artists may resubmit pieces which have not won any MAG awards.

| Entry # | Title | Medium | Price | Check if Accepted into Show |
|---------|-------|--------|-------|-----------------------------|
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Call the Gallery at 928-776-4009 to see if you need to pick up work that was not juried in.

FOR JURIED 2D ARTWORKS ONLY

Please place these labels on the back of each 2D entry, along with a small white sticker on the lower right-hand side of the frame with the Artist's code, entry number, and price.

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| Title | |
| Medium | |
| Artist Name | |
| Artist Code | |
| Entry # | |
| Price | |

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|-------------|--|
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| Artist Code | |
| Entry # | |
| Price | |

RULES FOR INTAKE OF PAINTINGS:

- No sawtooth hangers
- It is suggested that framed oils, watercolors and photographs have a dust cover
- No visible tape
- After one year, artists may resubmit pieces which have not won any MAG awards
- Paintings must be framed or if gallery wrapped, sides must be neatly painted (any color), and be 1" or more.

ARTIST'S NAME _____ ARTIST'S CODE: _____

UNFRAMED PRINTS, SMALL ORIGINAL PAINTINGS, GREETING CARDS, JEWELRY, TOTE BAGS, POUCHES, SCULPTURE, POTTERY, JEWELRY, WOODWORKING ETC. ALL ITEMS MUST BE FOR SALE; NO "NFS" ITEMS.

1. Place tags or stickers on all works with Artist's Code, the item entry number and price (suggest Avery removable multi-use labels no smaller than 5/8 x 7/8")
2. The bottom of works such as stoneware, clay or porcelain **must be smooth and have protective pads** so that it will not scratch glass/wood surfaces. If 3D works need to be displayed standing, they should come with a base or other support for display. If work requires special installation on floor, ceiling or wall, or is especially large, contact the gallery first to determine if it can be accommodated.

JEWELRY:

3. Earrings must be on a card which is a minimum of 1 inch by 1.5 inches; limit 25 pairs.
4. Necklaces, bracelets, and sets, etc. must have a hang tag attached to each piece at least **1 inch by 1.5 inches in size; limit 25.**
5. **Do not use any entry number more than once on the entire intake form.**
6. **Prints and cards must be in plastic sleeves; limit 25 prints and 25 cards.**

| 7. Entry # | Item Description | Price/ Each Item | Quantity Already in Gallery (Don't include any items that have sold) | Quantity You Are Keeping in Gallery | Quantity of New Items Being Entered | Total Items in This New Show | If Jewelry, Lock? Y or N |
|----------------|---|------------------|--|-------------------------------------|-------------------------------------|------------------------------|--------------------------|
| <i>E.g.24</i> | <i>5 x 7 inch greeting cards</i> | <i>\$5.00</i> | <i>20</i> | <i>7</i> | <i>3</i> | <i>10</i> | <i>N</i> |
| <i>E.g.45</i> | <i>5 x 7 inch Roadrunner print framed</i> | <i>\$45.00</i> | <i>1</i> | <i>1</i> | <i>0</i> | <i>1</i> | <i>N</i> |
| <i>E.g. 47</i> | <i>earrings</i> | <i>\$25.00</i> | <i>0</i> | <i>0</i> | <i>25</i> | <i>25</i> | <i>Y</i> |
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Continue on next page if necessary

ARTIST'S NAME _____ ARTIST'S CODE: _____

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|---------|------------------|------------------------|--|--|--|---------------------------------------|-----------------------------------|
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