

# 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 host 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 (Note if Giclées or Prints) _____	
Outside Frame Size _____ Price _____	<input type="checkbox"/> Check here if prints (giclees) are available
<input type="checkbox"/> Pay-As-You-Go Fee \$ _____	<input type="checkbox"/> Yearly Fee Paid (check if applicable)
<i>Office use only:</i> Date Out: _____ Initials: _____	<i>Office use only:</i> Initials: _____ Sold Date: _____ Sale Inv.#: _____

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

Every effort will be made in the safe handling of art work. However, HAA and its representatives will not be liable for damage, loss, theft, or destruction of accepted artwork or submitted images. It is the sole responsibility of the artist to make sure their artwork is insured. HAA hereby assumes the artist shall bear the entire responsibility for any loss, theft, damage to, or destruction of the art at any time in or on the Premises or in any HAA sponsored satellite location or sponsored venue.

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 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.*

# GALLERY EXHIBIT INFORMATION CARDS FOR 2-D ART

- ✓ Bring completed entry form, information cards, fee and art work to change-out  
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Information card should drape over top of picture to be read from the front.
  
- ✓ Complete and cut out **two** information cards **for each piece of art work** submitted.
- ✓ Attach one card to your work and turn in the second card at check in.  
The second card will be used to type the permanent exhibit card.

Name: _____ Title _____ Medium _____ (Note if Giclées or Prints) Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available	Name: _____ Title _____ Medium _____ (Note if Giclées or Prints) Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
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Name: _____ Title _____ Medium _____ (Note if Giclées or Prints) Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available	Name: _____ Title _____ Medium _____ (Note if Giclées or Prints) Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
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Name: _____ Title _____ Medium _____ (Note if Giclées or Prints) Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available	Name: _____ Title _____ Medium _____ (Note if Giclées or Prints) Price: _____ <input type="checkbox"/> Check here if prints ( <i>giclees</i> ) are available
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