Satellite Exhibit Entry Form

SATELLITE LOCATION:_____

PRINT **Name**_____ **Phone**_____

- ✔ Bring completed entry form, information tags, fees and art work to change-out.
- ✔ All artwork must be in compliance with the exhibit requirements in the member handbook before submitting for entry.
- ✔ Exhibitors choosing to keep their entries on a custom entry sheet **MUST** supply a copy stapled behind **THIS signed and dated form.**
- ✔ Make sure to fill in description, including material. Use **Work** column to indicate:

O	Original	G	Gicleé (or copy)	UF	Unframed *(rack)*	SA	Small Art	C	Cards

Work	Item #	Title	Description & Medium *(i.e., gicleé of oil on masonite or sterling silver with turquois)*	Frame Size *(or NA)*	Price	Date In	Date Out	Inv.#	Initial

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 location outside of the Gallery. 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. A complete entry form and prospectus will be emailed to you prior to each new exhibit at the gallery. Please follow the directions.

Signature_____ ***Date*** _____

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 Manager.*