



“SPACE” Exhibit Submission Instructions

May 3 – June 29

Exhibitor form due	on or before April 12
Delivery of artwork	April 25 – 27 (during business hours)
Opening Reception	May 3 (5 – 8 PM)
Unsold artwork Pick-up	June 29 (2 – 3 PM) or by appt

Dansville ArtWorks is seeking 2D and 3D artists to participate in the next exhibit at 153 Main Street. The theme is “Space.” The interpretation of “space” is at the discretion of the artist. The exhibit will coincide with Dansville ArtWorks’ annual cash raffle fundraiser and reception, Dogwood Week, Memorial Day weekend, Father’s Day, and area graduations.

Guidelines for Submitting Items

- Submit up to 3 items – any size/media. Work must be delivered in person on delivery day to 153 Main Street with a Dansville ArtWorks volunteer and picked up on pick-up day. If you have a hardship, please contact dansvilleartworks@gmail.com prior to April 12.
- Item must be ready to hang on our slat hooks (2-D items should have wire hanging on back; sawtooth hangers can break) or ready to display (stands, etc.). Some structures are available for small sculptures. 2D items should aim to use plexiglass instead of glass if possible. Artwork not ready to hang will be refused until ready or optionally, artist may pay \$5 per piece at delivery for Dansville ArtWorks to prepare artwork for hanging.
- All items must be original and the work of the artist, no kits or reproductions.
- Artists must be 18 years of age or older.
- All items must be family friendly. If you are not sure, then it probably is not.

- All items must be available for sale. Dansville ArtWorks will retain 25% commission on all sales. Dansville ArtWorks will accept payment on your behalf; checks will be issued to the artist within 10 business days of the close of the exhibit.
- All items must be tagged with the name of the artist, price, and title of work.

Entry Fee

- A non-refundable entry fee of \$20 (for up to 3 items) is due along with Exhibit Submission Form. Make checks or money orders payable to: Dansville ArtWorks. Debit/credit cards also are accepted in person, over the phone, or on our website at <https://squareup.com/store/dansville-artworks-inc>. The submission process is not complete until payment is received.
- Checks returned for insufficient funds or closed accounts will be subject to \$30 service charge in addition to amount of check.

How to submit:

- Submission form and fee should be received by Dansville ArtWorks by 4/12.
- **Do not bring any artwork until the drop off dates.** Artwork not delivered on the drop off date without other arrangements made in advance of 4/25 may not be accepted for the exhibit.
- Please email a photo in .jpg format for possible use in promotional materials and social media; each image labeled with title and your name to: DansvilleArtWorks@gmail.com. Be sure to sign the photo release section of the submission form so Dansville ArtWorks can use images of your work in marketing efforts.



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Artist Name: _____

Business Name (if applicable): _____

Phone: _____ Email: _____

Address: _____

Website: _____

Artist Agreement

I understand that I will be required to drop off and pick-up unsold items at designated times. After formally received by a Dansville ArtWorks representative, between the drop off and pick-up period, my work is insured against damage and theft for 50% of the value (value is retail price – 25% commission). Otherwise, I release Dansville ArtWorks, its Board of Directors, employees, volunteers, and the building landlords from any and all liability. Dansville ArtWorks is not responsible for items delivered early or picked up late or dropped off without Dansville ArtWorks receipt. Dansville ArtWorks will hold items for 15 days after the pick-up date; items not picked up may be disposed of if arrangements have not been made. Sales of any submitted pieces paid to Dansville ArtWorks will be paid to the Artist within 10 business days after the close of the exhibit less 25% commission to Dansville ArtWorks. **Furthermore, I agree to do my best to promote my participation in the Dansville ArtWorks exhibit to my networks which may include social media, websites, press releases, or groups in which I participate.**

Artist Signature: _____ Date: _____

By signing below, I agree to allow Dansville ArtWorks to use photos of my artwork for promotion of the exhibit and Dansville ArtWorks. I understand that I retain all rights to the images.

Artist Signature: _____ Date: _____

Section to be completed by Dansville ArtWorks

Payment Received (amount _____) Cash Check # _____ Credit

Dansville ArtWorks Inc. Artist Check In/Check Out

Date: _____ Artist Name: _____ Best method of contacting: _____

TITLE	Technique/Size	Price	DANSVILLE ARTWORKS USE		
			Inventory code	Date Sold	Payment Due
1					
How does piece connect to "Space" theme?					
2					
How does piece connect to "Space" theme?					
3					
How does piece connect to "Space" theme?					
TOTAL PAYMENT DUE TO ARTIST (75% of total sales)					

Section below to be completed during drop-off and pick-up

Received by _____ Date _____ **Artist signature** _____
(Dansville ArtWorks' Use: Tagged by _____ Input by _____ Displays provided? _____)

Checked Out by _____ Date _____ **Artist signature** _____
 If artist not present at Receiving or Check Out, please indicate.

Dansville ArtWorks' notes:



Artist _____ is dropping off _____ items to Dansville Artworks Inc. for the Space (May/June) Exhibit.

Received by _____

Dansville ArtWorks Inc. Representative

Date