



## **Dansville ArtWorks Fall Exhibit Submission Instructions**

*September 1 – October 28*

Exhibitor form due	July 31
Delivery of Artwork	August 19 (10 - 3 PM)
Opening Reception	September 2 10 - 12 PM
Unsold artwork Pick-up	October 28 (2 – 4 PM)

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*Dansville ArtWorks is seeking 2D and 3D artists to participate in the fall exhibit at its new location at 153 Main Street. This extended exhibit coincides with the grand re-opening, Balloon Festival weekend, and Columbus Day weekend.*

### **Guidelines for Submitting Items**

Submit up to 3 items. At least one will be out for display, and the others will be a replacement piece or on display if space is available. 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](mailto:dansvilleartworks@gmail.com).

Item must be ready to hang (2-D items should have wire hanging on back) or ready to display (stands, etc.). Some pedestals 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 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 \$10 per piece is due along with Exhibit Submission Form. Make checks or money orders payable to: Dansville ArtWorks. Debit/credit cards also are accepted in person or through the online store at [store.DansvilleArtWorks.com](http://store.DansvilleArtWorks.com). 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:**

- Send a copy of the submission form with signatures via email to [DansvilleArtWorks@gmail.com](mailto:DansvilleArtWorks@gmail.com) or mail with submission fees to **Dansville ArtWorks, P.O.Box 741, Dansville, NY 14437**.
- Submission materials may also be dropped off at 178 Main St, Dansville, NY, during regular hours: Thursday: Noon – 6PM, Friday: 11AM – 6PM, Saturday: 10AM – 3PM. Submissions due no later than July 31.
- **Do not bring any artwork until the drop off dates.** Artwork not delivered on the drop off date without other arrangements made in advance may not be accepted for the exhibit.
- Please email up to two (2) photos in .jpg format for use in promotional materials and social media; each image labeled with title and your name to: [DansvilleArtWorks@gmail.com](mailto:DansvilleArtWorks@gmail.com). Be sure to sign the photo release section of the submission form.



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Artist Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Number of items submitted \_\_\_\_\_ Amount due \_\_\_\_\_

### 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 of the close of the term 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: \_\_\_\_\_

## Dansville ArtWorks Inc. Artist Check In/Check Out

Date: \_\_\_\_\_ Artist Name: \_\_\_\_\_ Best method of contacting: \_\_\_\_\_

TITLE	Technique	Price	DANSVILLE ARTWORKS USE		
			Inventory code	Date Sold	Payment Due
1					
2					
3					
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 Fall Exhibit.**

**Received by \_\_\_\_\_**

**Dansville ArtWorks Inc. Representative**

**Date**