

# Member Intake Form - Gift Shop Items

## 2023 Main Gallery Shows



Artist's Name:

Artist's Code:

THIS APPLICATION IS FOR GUILD MEMBERS submitting Gift Shop Items (i.e., art prints, greeting cards, jewelry, coasters, bags, etc.).

(if you do not have an artist's code, call the Gallery to request your code)

**Please read these terms and policies before submitting your entry. I acknowledge that:**

1. All art exhibited must be FOR SALE.
2. 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.
3. I agree to pay a **\$25 non-refundable application fee** for submission to this show.
4. **I will receive 75% and THE GUILD will retain 25% commission** for work sold during the Gallery show.
  - a. The Guild will send your commission check the first week of the month following the sale unless the amount owed to you is less than \$25. When the commission amount reaches \$25, a check will be sent to you the first week of the following month
  - b. *Please allow 7-10 business days for check or direct deposit to process.*
5. I will pay a 10% commission to THE GUILD, within one month of the sale, for any sales of my work resulting from referrals from the gallery or contacts made through the gallery.
6. I will remove unsold juried work from the gallery on the pickup date advertised for the show.
  - a. Gift Shop items 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 and I submit a new gift shop form. At the end of the two shows, I will to adhere to the Pickup date advertised for the second show.
  - b. I will make arrangements for someone to pick up my work if it is not possible to retrieve my work on the designated Pickup date.
7. **Work left 30 days past the Pickup date becomes the property of Mountain Artists Guild.**
8. I am required to serve in a volunteer capacity of 4 hours per month, or pay a volunteer buyout fee of \$25 in lieu of volunteering during the show period.
9. Mountain Artists Guild will assume no liability for loss by theft, or damage to my work.
10. 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.
11. I give THE GUILD permission to use, in all its social media, digital and print publications: Photographs of my art and art creations entered into THE GUILD shows, my name, my Biography and/or Artist Statement.
12. Gift Shop inventory shall not exceed 75 total items. I may replenish inventory as items are sold.

I have read, understand and agree to the terms and policies outline above.

Your Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Gift Shop entry is included if entering the juried portion of the show via Art Call.  
Rollover Gift Shop requires a new form and entry fee.

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## 2023 Main Gallery Shows

### Guidelines for Entry



Artist's Name:

Artist's Code

*(if you do not have an artist's code, call the Gallery to request your code)*

1. Artists are limited to no more than **25 of each category of item, (i.e. 25 total cards) and no more than 75 pieces total.** You may replenish inventory as it is sold.
  - a. For example: 25 cards, 25 earrings, 10 necklaces, 5 bracelets, 10 rings = 75.
  - b. Artist agrees to regularly check inventory and replenish as needed or requested by the Guild.
2. 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")
3. 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 or heavy, contact the gallery first to determine if it can be accommodated.
4. Earrings must be on a card which is a minimum of 1 inch by 1.5 inches; limit 25 pairs.
5. 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.
6. Do not use any entry number more than once on the entire intake form.
7. Artists are responsible for maintaining inventory numbers.
8. Prints and cards must be in plastic sleeves; limit 25 prints and 25 cards.
9. Like items should be grouped under one inventory number. For example: 10 similar necklaces all with the same price should be grouped onto one entry line.
10. The Guild will set the display for all items, and display may change during the duration of the show. *The artist may suggest specific display for their items, but not all such requests will be granted.*
11. Items must adhere to Gallery Standards.
12. I have read, understood and signed the terms and conditions for Gift Shop entry.
13. Please contact the Gallery Associate or other Staff member if you have questions or concerns.

#### Example Entries:

Inventory #	Description	Price	Quantity New	Rollover Quantity	Jewelry Locked? Y/N	Intake Check	For Office Use Date Sold or Picked Up
<b>Example:</b> AMA - 1	Greeting Cards	8.00	12	0	N/A		
<b>Example:</b> AMA - 2	Assorted Matted Prints	35.00	8	17	N/A		
<b>Example:</b> AMA - 3	Pendant Necklace	50.00	10	0	Y		

