

All Terrace Art Gallery members are encouraged to submit (*max. 5*) **12" x 12"** pieces for the March 2019 Art Auction.

50% of the sales will go back to the contributing artist
50% of the sales will support the operations of Terrace Art Gallery

Exhibition will open – Friday March 1st at 7pm / LIVE AUCTION open to public – 7pm Friday March 29th



DROP-OFF CHECKLIST FOR EXHIBITING ARTISTS

	artwork must be received between 10am - 4pm Tuesday, February 26 th 2019
	all work is complete, dry, and signed
	work is framed / wired / pre-assembled so that it can be installed using the Walker Hanging System. <i>If there is a complicated installation, plan to assist with the set-up before 12pm on March 1st</i>
	artwork has been submitted with a provided submission label that includes artist name, title of artwork, medium, and reserve bid (no lower than \$30.00)
	membership is up-to-date (<i>note: memberships run from March – March</i>)
	contract <i>below</i> has been read and signed by submitting artist

The Gallery will:

- 1) Provide insurance coverage on the works upon arrival at the gallery and for the duration of the exhibition.
- 2) Prepare and distribute publicity information for the exhibition, including media announcements, posters and invitations to the opening.
- 3) Be responsible for artwork setup and cleanup of the opening reception as well as month-end live auction.
- 4) Receive a 50% commission fee on any works sold during the silent/live auction.
- 5) Pay the artist for works sold less commission within 30 days of exhibition closing.
- 6) Reserve the right to videotape or photograph the exhibition for documentation and advertising purposes.
- 7) Open the SILENT AUCTION to the public at the opening reception on Friday, March 1st at 7pm.
- 8) Close the SILENT AUCTION at 4pm on Friday, March 29th.
- 9) Secure an auctioneer to run a LIVE AUCTION EVENT on Friday, March 29th at 7pm.
- 10) Contact winning bidders and collect payments from purchasers.

The Artist will:

- 1) Complete and submit the above checklist – with submission label (*provided*) and inventory (*page 2*) with artwork drop-off on February 26th 2019.
- 2) Arrange for any additional artwork insurance, if required.
- 3) **Remove unsold artwork on Saturday March 30th between 12pm-5pm.** *note: unclaimed artwork will become property of the Terrace Art Association.*

Gallery Signature: _____

Date: _____

Artist Signature: _____

Contact: _____

Date: _____

ARTWORK INVENTORY

Code	Title	reserve bid	dimensions	medium