

All Terrace Art Gallery members are encouraged to submit **12" x 12"** pieces for the March 2021 Art Auction.  
**50% of the sales will go to the contributing artist**  
**50% of the sales will support the operations of Terrace Art Gallery**

Exhibition will open – Friday March 5<sup>th</sup> at noon // allowing for both: online bidding and in-person viewing



## DROP-OFF CHECKLIST FOR EXHIBITING ARTISTS

	artwork must be received Tuesday, March 2nd between 11am – 4pm ( <i>max. 3 pieces per artist</i> )
	all work is complete, dry, and signed
	artwork is 12" x 12" (or 12" in diameter for circular works)
	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 4pm on March 3rd</i>
	artwork is labeled and <b>reverse side of this sheet has been completed</b> [including legible artist name, title of artwork, medium, and reserve bid ( <i>no lower than \$30.00</i> )]
	Terrace Art Gallery 2021-2022 membership is up-to-date
	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 in-person installation and online auction event.
- 3) Be responsible for artwork set-up at gallery (including photography of works) as well as month-long online auction.
- 4) Receive a 50% commission fee on any works sold during the online auction event.
- 5) Pay the artist for works sold less commission within 30 days of exhibition closing.
- 6) Open the ONLINE AUCTION to the public on Friday March 5<sup>th</sup> at noon.
- 7) Close the ONLINE AUCTION at 8pm on Friday March 26<sup>th</sup> 2021.
- 8) 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 by 4pm on Tuesday March 2<sup>nd</sup> 2021.
- 2) Arrange for any additional artwork insurance, if required.
- 3) **Remove unsold artwork on Saturday March 27<sup>th</sup> between 11am-4pm.** *note: unclaimed artwork will become property of the Terrace Art Association.*

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

Date: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

**ARTWORK INVENTORY**

<b>Code</b>	<b>Artist's Name</b>	<b>Title</b>	<b>medium</b>	<b>Reserve bid (<i>minimum</i> \$30)</b>