{Exhibit Title}

Gualala Arts Exhibit

Registration Form

{Beginning & Ending Dates of Show}

{Venue of Show (i.e. Jacob Foyer, Burnett Gallery, etc.)}

Dates to Remember

* TURN IN ENTRY FORM BY: {MM/DD/YY}
* DELIVER ARTWORK: {MM/DD/YY 10am - 3pm}
* OPENING RECEPTION: {MM/DD/YY} 5pm - 7pm {Please bring finger food.}
* PICK-UP ARTWORK: (MM/DD/YY 10am - 3pm}

Exhibit Curator: {Name}

 {Phone}

 {Email}

**Exhibit Statement: {Fill in approx. 100 descriptive words about the exhibit that will help the artist understand the theme and/or objectives of the show.}**

1. Registration fee is {$5.00} per entry. Up to {three} entries allowed/person. {*$5/entry is the minimum entry fee, which covers GA office costs only. If more money is needed to cover costs of prizes, catering, etc., the curator may raise the cost/entry. Number of entries/artist is the curator’s call.}*
2. {This show will NOT be juried, but it will be judged and moderate prizes will be awarded. *These conditions may vary by show. Curator should consult with Exhibits Committee re: choices.}*
3. Please fill out an Entry Form for EACH piece. Turn in the top portion to Gualala Arts, with entry fee by the deadline. When delivering the art, attach the Entry Label portion securely to each piece. Keep the Artist Receipt for your personal record of what you are exhibiting. {*The curator should not change this wording or process.}*
4. The Entry Form provides basic information for the exhibit “Title Card” which is created by Gualala Arts. A “Title Card” will be displayed beside each piece. The information will include the unique Tracking Number, Artist’s name, Title, Media and the Selling Price. It is essential that this information is correct, since this information is used to track sales and send checks to artists. {*The curator should not change this wording or process.}*
5. For this exhibit, artists are encouraged to use all media, 2-D and 3-D. The work submitted should be no more than 2 years old and may not have been exhibited publically on the Mendonoma coast at any time in past. (*The curator may modify the wording of this paragraph in accordance to the needs of the exhibit.}*
6. Gualala Arts will retain 30% commission on all sales of entries (and multiples) made during the course of the exhibit. {*The curator may not change this paragraph without approval by Gualala Arts Executive Director.}*
7. The curator will provide a binder to display an "Artist Statement" and photograph (optional) for each artist. Please submit with your Entry Forms. {*The curator may change this paragraph and process if required.}*
8. Please ensure all artwork is professionally prepared for hanging or display (no saw-tooth hangers, no “clip frames”, etc.). Gualala Arts is not liable for any art work or installation, at any point in the process. {*The curator may not change this paragraph without approval by Gualala Arts Executive Director.}*
9. Make checks payable to Gualala Arts and send to Gualala Arts Center, C/O {Exhibit Name}, PO 244, Gualala, CA, 95445.
10. The Exhibit Opening Reception will be {MM/DD/YY}, 5:00 to 7:00 p.m. Please try to attend and bring finger food to share. {Change wording about food if you make special arrangements, such as catering.}

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|  | **{EXHIBIT NAME} ENTRY FORM** |  |

 **Return to Gualala Arts no later than {MM/DD/YY} staff entry #**

**First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ eMail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Title:**  | Title limited to **35 characters** including blank spaces. Gualala Arts maintains the right to edit entries. |  |
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| **Media:** | Media limited to **35 characters** including blank spaces. Gualala Arts maintains the right to edit entries. List the medium/materials used (not framing) Example: “Oil on Canvas”, “Bronze, Beads & Driftwood”, “Photo on Archival Paper”  |
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| **Price:** | $ |  |  |  |  |

**Size: H” \_\_\_\_\_\_\_ W” \_\_\_\_\_\_\_\_ D” \_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_\_\_\_ (Circle) Wall or Freestanding**

**Artist Statement:** Please submit one 8.5” by 11” Artist Biography or Artist Statement with your Entry Form. (Optional)

**Please Initial Box**: I understand that Gualala Arts is not liable for the loss, theft or damage of any art work or installation, at any point in the process.



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| **Please Initial Box:** This is my original artwork.{This space can be used for curator customizationof Entry Form}**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **{Exhibit Name} Entry Label**Please Attach to Artwork **LOG #:** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **{Exhibit Name} Artist Receipt**Keep for Your Records **LOG #:**Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Media\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Asking Price\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Gualala Arts Center**

**P.O. Box 244**

**46501 Old State Highway**

**Gualala, CA, 95445**

**Email:** **info@GualalaArts.org**

**Website: GualalaArts.org**

**9 a.m. – 4 p.m. Weekdays**

**12 – 4 p.m. Weekends**

**Special Hours on Some Holidays**