



Elmhurst Artists' Guild
 150 Cottage Hill
 Elmhurst, IL 60126
 630.279.1009

ELMHURST ARTISTS' GUILD

Elmhurst Artists' Guild Gallery Fall Members' Show

September 8, 2018 — October 13, 2018

Drop off: Saturday, September 8 — 10am to 12pm

Pick up: Saturday, October 13 — 10am to 12pm

Reception: Friday, September 14, 7-9pm

INSTRUCTIONS AND IMPORTANT INFORMATION

1. Please fill out this form ahead of time and bring to the drop-off with your \$20.00 hanging fee. Please print clearly since this is used to prepare the labels.
2. Cut off both slips and affix the lower one to the back of your artwork.
3. Artwork is limited to one piece created by the member **within the last three years** and cannot have been entered into a previous member show.
4. Artwork must be framed properly; however, gallery-wrapped canvases without exposed staples and with finished edges are acceptable. The center of the hanging wire should be at least 1.5" from the top of the piece. Painting and frame must be dry. Maximum width including frame is 48".
5. Value your art realistically. The price should consider the 40% commission shared by EAG and EAM. If not for sale, mark the piece as NFS. Your valuation is for insurance purposes. It should not exceed 60% of the price and is subject to appraisal if a loss occurs.
6. EAG insurance covers damage or loss of your artwork while in the gallery on exhibition up to \$10,000 of appraised valuation, with a deductible of up to \$1000 paid by EAG.
7. You are responsible for making arrangements with someone to pick up your piece if you are unable to do so. The Guild does not provide storage space. There is a \$10 charge for late pick-ups.
8. Do not infringe upon copyright laws. By entering this exhibition you agree to hold Elmhurst Artists' Guild, its officers and directors harmless from any claims of copyright infringement caused by your artwork.
9. Removal of artwork before the end of the show is prohibited and may result in being barred from future shows. Items sold are paid for at the museum reception desk. Illinois sales tax is added.

FOR YOUR RECORDS: Artwork Title _____ Size _____
 Medium _____ Price _____ Valuation _____

GIVE THIS SECTION AND THE \$20.00 HANGING FEE TO THE COORDINATOR AT DROP OFF:

Name _____ Entry Number _____
 Address _____ Phone _____
 Title _____ Overall Size _____ Year Created _____
 Medium _____ (e.g. oil on canvas, watercolor on paper)
 Sale Price (NFS if not for sale) _____ Valuation (cannot exceed 60% of sale price) _____
 Signature _____ Date _____

TAPE THIS SECTION TO THE BACK OF YOUR ARTWORK:

Name _____ Entry Number _____
 Phone _____ Sale Price _____
 Title _____
 (Detach at pick-up and leave in gallery) Artwork picked up by _____