

**ART WALL SUBMISSION FORM  
CONGREGANT SHOW, MARCH 2019**

**Thanks for submitting your work for the 2019 Congregant Show! Send this form to sherryg2456@gmail.com, or give to an Art Wall member in Fuller Hall.**

**Bring your artwork to a representative on Sunday, February 10<sup>th</sup> or February 17th.**

- The congregant show is a non-juried show, open to all First Church attendees.
- Only one item per artist may be submitted.
- Your piece needs to be mounted and ready to hang. This includes having a hanging wire on the back of the frame.
- Since Fuller Hall is used as a school cafeteria during the week, we have been asked not to exhibit nudes or works that would not be appropriate for a young audience.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Title of work \_\_\_\_\_

Medium \_\_\_\_\_ Price (if for sale\*) \_\_\_\_\_

(\*If your work is for sale, fill out a W9 form and bring it when you turn in your art.)

What are the approximate dimensions when framed? \_\_\_\_\_

(Not to exceed 2' x 3' framed unless prior arrangements are made.)

**PLEASE REFER TO THE GUIDELINES ON THE BACK OF THIS SHEET FOR  
MORE INFORMATION.**

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**Submit the section above and keep this part as your receipt  
when you bring in your artwork.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Title of work \_\_\_\_\_ Medium \_\_\_\_\_

Price \_\_\_\_\_ Dimensions \_\_\_\_\_

**Place below the name of the Art Wall member who received your art:**

\_\_\_\_\_

## First Unitarian Church 2019 Art Show Guidelines

**The Art Wall committee is happy you are interested in being part of the Biennial Congregant Show. Below is the information you will need to participate.**

- ❖ Participants leave paper entry forms at the Art Wall Table in Fuller Hall or email a digital version (found on the Art Wall webpage) to the person listed below. Inclusion in the show is first-come first-served, but we expect to be able to hang all submitted art. **Don't leave your W9 form alone in Fuller Hall!** Bring it with you when you bring in your artwork and give it to an Art Wall representative.
- ❖ You may submit only one work of art in the show. **It must be mounted and ready to hang.** The frame must have a wire on the back; saw-tooth hangers do not work with our system.
- ❖ **Attach a label to the back of your art with your name, the name of the piece, and the price.** Your entry form and photo, if possible, (see below) will not stay with your work, so we need this to be able to identify it.
- ❖ You can leave your artwork at the art wall table during **coffee hour on Sunday, February 10 or Sunday, February 17th. Don't leave anything if there is no Art Wall representative to accept it.**
- ❖ Make sure an art wall representative signs the bottom of your entry form and returns the bottom part to you. This is your receipt. The entry form is your inventory document. We will make a label for your work and price you put on the entry form will be the sale price.
- ❖ We ask that you take any packing materials home with you.
- ❖ If possible, bring in a photo of yourself (5" x 7" or smaller) so that we can display it near your art and write your name on the back of the photo.
- ❖ **We hope you can be present to greet people during the coffee hours on opening Sunday! This will be March 3<sup>rd</sup>.**
- ❖ If your artwork is sold during the exhibition, we will mark "sold" and have the buyer pick it up after the show is taken down. 70% of the proceeds of art sales go to the artist, and 30% goes to the church. You will receive a check the month following the show.
- ❖ Sorry, we are not insured for damage or loss of any artwork. Damage to work has not been a problem in the past.
- ❖ If your piece was not sold or not for sale, you should pick it up after either service on March 31<sup>st</sup>. If you can't be there on that day, contact the email below so that other arrangements can be made. Work left more than 30 days after the show may be donated or discarded.

**Please contact member Sherry Hall at [sherryg2456@gmail.com](mailto:sherryg2456@gmail.com) or by phone at (971-212-1551 if you have any questions.**