

ART WALL SUBMISSION FORM
CONGREGANT SHOW, NOVEMBER 2025 _____

Return this form to ccleaton@ipns.com, or to the folder on the art wall table by Sunday, October 19, 2025.

Name _____

Address _____

Phone number _____

Email _____

Title of work _____

Medium _____

Price of work, if for sale _____

Approximate dimensions of your work framed _____

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

- This congregant show is non-juried and open to all First Church attendees.
- Only one item may be submitted for this show.
- Work must be mounted and ready to hang, including a 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.

I have read the back of this form and agree to the terms listed there:

_____ Date _____

✂
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Keep this part as your receipt when you bring in your artwork.

Name _____ Date _____

Title of work _____ medium _____

Price _____ Dimensions _____

Art Wall representative who accepted the art: _____

First Unitarian Church 2025 Art Show Guidelines

Thanks for your interest in being part of the **Biennial Congregant Show**. The following list will give you the information about participating in this event.

- ❖ You can leave the paper entry form in the folder at the Art Wall or email the digital version on the website to the address below. It is first-come-first-served, but we have always been able to hang all the submitted art in the past.
- ❖ You may bring **only one** work of art. **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** with your name, the name of the piece, and the price. Your entry form and photo will not stay with the work, so we need to be able to identify it.
- ❖ Drop off your artwork at the art wall table during **the coffee break** on Sunday, October 19 or 26. **DO NOT LEAVE YOUR ART IF NO ART WALL REPRESENTATIVE IS THERE!**
- ❖ Be sure an art wall representative signs the bottom of your entry form and returns it to you when you drop it off. This is your receipt. The entry form is your inventory for us and needs to be accurate. We will make the label and will list the price you put on the entry form.
- ❖ It's best if you take any packing materials home with you. We cannot guarantee that they will be returned to you.
- ❖ If possible, bring in a photo of yourself (5" x 7" maximum) that we can display, so viewers can identify you with your work. **WRITE YOUR NAME ON THE BACK OF THE PHOTO.**
- ❖ We hope you can be present to greet people during coffee hours.
- ❖ If a piece is sold during the exhibition period, we will mark "sold" on its label and have the buyer pick it up after the show is taken down. 70% of the proceeds of art sales will go to the artist, and 30% will go to the church, plus a 3% fee for using a credit card. You will receive a check the following month.
- ❖ We are not insured for damage or loss of any artwork.
- ❖ Please pick up your artwork during the coffee hour on December 28. If you can't be there on that day, contact us so that other arrangements can be made. Work left more than 30 days after the show is over will be disposed of.
- ❖ Contact us if you have any questions or concerns:

Connie Cleaton: ccleaton@ipns.com (971) 295-7683

Sherry Hall: Sherry2456@icloud.com (971) 212-1551