

# SAA COLLECTIVE

## Artwork Inventory Form and Loan Agreement

**Exhibition:** In Black and White: Art Meets Writing  
**Date:** August 3 - 30 2018      **Reception:** August 3, 5 – 7 PM  
**Drop off:** Fri, July 27, 1 – 7 PM or Sat., July 28, NOON – 5 PM  
**Pick Up:** Fri., Aug. 31, 1 – 7 PM or Sat., Sept. 1, NOON – 5 PM

Please contact the gallery to make arrangements if artwork needs to be shipped or if you cannot make the specified drop off dates. Work received after 5 PM on July 28 will not be exhibited

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Handle: \_\_\_\_\_ Check those that apply:   

Entry #	Artist Inventory # (Optional)	Title (or description) of artwork AND Dimensions (w x d x h)	Medium	Price		SKU # (last5)	Removed Date/Initial
1							
2							

**Include with each work one 3"x5" card listing Name, Address, Phone, Title, Media, Dimensions, and Price.** Attach card to the back, bottom, right-hand corner of 2D work or the base of 3D work. Accepted works must remain for the duration of the exhibition.

**PUBLICITY:** Springfield Art Association reserves the right to photograph and reproduce, in color or black & white, all artworks accepted for this exhibition, regardless of copyright, for educational and/or publicity purposes. An exhibition catalog will be created of all the artwork in the exhibition. Contributing artists and writers will receive one complimentary copy of the catalog. Additional copies may be purchased if desired.

**SALES:** The Springfield Art Association will retain a 35% commission on all sales directly attributed to the exhibition. All prices set by the artist at the time of entry to include the 35% commission. Artist may choose to list work not for sale at time of drop off. Springfield Art Association will be responsible for collecting and remitting applicable sales taxes.

*I have read and agree to all the terms and conditions of the exhibition outlined here and within the IN Black and White: Art meets Writing Call to Artists.*

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