

Kaleidoscope 2012 at Green Oak Village Place

The Gallery Shop Inventory Form

Artwork Take-in and Pick-up

- Artwork must be delivered to the venue at 9795 Village Place Blvd., Green Oak Village Place (mall) on Tuesday, June 19th, 3-7pm; and pick up Sunday, June 24th, between 4-5pm at the venue.

Sales

- A commission of 20% is taken on all exhibition and The Gallery Shop sales.
- Sales tax: The Guild will collect and pay the sales tax to the State of Michigan. The Artist will receive their list price amount minus the 20% commission. The Guild Controller will mail checks to artists by July 15, 2012.

The Gallery Shop

- Submissions: Artists may submit up to 10 additional pieces to sell in The Gallery Shop.
- Total of pieces should not exceed an area of 4'x4'. Each piece must be priced at \$100 or less.
- Hanging artwork: Artists MUST provide hardware/hangars to hang their artwork. No sawtooth hangars permitted.
- Non-hanging artwork: Artists MUST supply their own free-standing or table-top racks and bins. Artists may be required to supply their own card table sized table. Artists will be notified 2-weeks in advance of take-in, if tables are needed.
- Labeling guidelines: Each piece of artwork must bear a gallery card visibly affixed to the face of work with the artist's name, medium, title of work and price; and ID labels firmly affixed to the back. Each piece of artwork must be priced at \$100 or less.
- Inventory: Artists MUST supply the Guild with an inventory sheet at take-in. Inventory sheets are available on the Guild website: www.brightonartguild.com/kaleidoscope
- The Gallery Shop ONLY-restocking permitted: As pieces sell the artist may restock. It is the artist's responsibility to check their own inventory; restocked pieces must fit within the original 4'x4' designated area. All additional pieces for restocking MUST be added to the inventory sheet and labeled per these instructions and coordinated with The Gallery Store coordinator on duty before placing on wall, in bins or on table(s).
- If the artist has artwork in the Gallery Shop, he/she will be subject to up to two additional 2-hour shifts (evenings and/or weekend) as required.

To submit your artwork for The Gallery Shop:

- Complete the inventory (reverse side), follow the directions in these instructions and make sure your gallery cards are firmly affixed to the front of your artwork, and ID labels firmly affixed to the back.
- Present completed inventory form with your artwork at take-in on Tuesday, June 19th, 3-7pm at Green Oak Village Place mall, 9795 Village Place Blvd., Brighton, MI

NOTICE TO ALL PARTICIPANTS

ALL exhibiting participants are required to gallery sit during the exhibit for two 2-hour sessions; and if the artist has artwork in The Gallery Shop, he/she is required to Gallery Shop sit for up to two additional 2-hour shifts (evenings and/or weekend) as required.

2012 The Kaleidoscope Gallery Shop Inventory ***MUST be presented at take-in.***

Artist's Name (printed): _____

For Office Use Only

Take-In Sold Sign-Out

1.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
2.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
3.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
4.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
5.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
6.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
7.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
8.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
9.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>
10.	_____	_____	_____
	<i>Title</i>	<i>Medium</i>	<i>Price</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brighton Art Guild (the Guild) confirms receipt of artwork listed above. A 20% commission will be taken from the price of artwork upon sale; the Guild will collect & remit sales tax to the State of Michigan. Remaining commissions will be paid via check and mailed to the artist no later than July 15, 2012. The artist reserves the copyright and all reproduction rights to these works. The Guild will not permit any of the artworks to be copied, photographed or reproduced without the artist's permission, except for the Guild's own promotional use. Purchased artwork will be removed from The Gallery Store upon sale. Artists may restock sold items ONLY under the terms stated in The Gallery Shop inventory form and provided the total display area of 4'x4' is not exceeded. The Guild and its agents, acting on behalf of the Guild, are not responsible for loss or damage to any artwork while it is in the Guild's possession.

I have read & agree to the inventory instructions:
 June _____, 2012
 Date

 Artist Signature

 Brighton Art Guild Representative Initials

Sign Out:

 Date

 Artist Initials

 Guild Rep. Initials

Complete ID labels (below) and attach to the back of corresponding artwork on list above.

1.	2.	3.	4.	5.
_____	_____	_____	_____	_____
<i>Title</i>	<i>Title</i>	<i>Title</i>	<i>Title</i>	<i>Title</i>
_____	_____	_____	_____	_____
<i>Artist</i>	<i>Artist</i>	<i>Artist</i>	<i>Artist</i>	<i>Artist</i>
_____	_____	_____	_____	_____
<i>Medium</i>	<i>Medium</i>	<i>Medium</i>	<i>Medium</i>	<i>Medium</i>
\$ _____ Price	\$ _____ Price	\$ _____ Price	\$ _____ Price	\$ _____ Price
6.	7.	8.	9.	10.
_____	_____	_____	_____	_____
<i>Title</i>	<i>Title</i>	<i>Title</i>	<i>Title</i>	<i>Title</i>
_____	_____	_____	_____	_____
<i>Artist</i>	<i>Artist</i>	<i>Artist</i>	<i>Artist</i>	<i>Artist</i>
_____	_____	_____	_____	_____
<i>Medium</i>	<i>Medium</i>	<i>Medium</i>	<i>Medium</i>	<i>Medium</i>
\$ _____ Price	\$ _____ Price	\$ _____ Price	\$ _____ Price	\$ _____ Price