

INVENTORY ID (Your three initials. Use X if you have no middle name)

		MEMBER NAME				PHONE NUMBER			
TITLE OF ARTWORK	MEDIUM/DIMENSIONS	SHOP/GALLERY	ITEM CODE	QTY	PRICE	DATE IN	DATE(s) OUT	SOLD?	
	+								

Please read all the instructions.

- Label each piece with an item code and price. The item code is your 3 initials plus a 3-digit number (Take in for July would be 701, 702, 703, etc.)
- 5 pieces of wall art per artist allowed in the Gallery shop (20"x24" max)
- 10 stand-alone jewelry, ceramic, pottery, glass, sculpture or wearables allowed
- 15 matted prints, cards, or publications allowed.
- Identical items (cards, publications) may use the same item code.
- See Call for Art for rules and limits regarding exhibitions in the gallery rooms.

- Please label each piece in a place that can be viewed by the public, preferably the side.
 (e.g. not on the front or back of a painting)
- Place all work in the Gallery Shop storage area for inspection and display/installation by the gallery committee. **Do not display or rearrange your own work.**
- Volunteers may make display suggestions but it is the responsibility of the gallery shop committee to display new works.
- If you need to remove pieces for any reason, please make sure that you mark your inventory sheet with the "date out" so that we know you have removed it..

SIGNATURES: ARTIST:	_ (By signing this document I accept the current Artist Agreement and Display Rules of Salem Arts Association)
SALEM ARTS REPRESENTATIVE:	

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