



womanspace
call for artists

We invite you to show your work in our upcoming show in the William Reif Gallery.

Exhibition:

Dates:

Opening Reception:

Number of pieces: Maximum of 4 (four) pieces of artwork.

Medium: Any medium. Artwork may be 2-D or 3-D.

Size: OK, so we do have some restrictions...but only because of limited space:

For 2-D work, width cannot exceed 4'; Length cannot exceed 4'.

For 3-D work, base of work cannot exceed 18"x18", height cannot exceed 6'.

Artist statements: If you choose to include a statement, it must be e-mailed to pat@womanspace-rockford.org.

Entry Fee: \$15 member/\$20 non-member entry fee ONLY if any of your art is marked NFS (nor for sale).

There is no entry fee if your work is for sale.

Prospectus: The Gallery Committee reserves the right to omit pieces due to inappropriate content.

Because of our display system, all 2-D art **MUST BE WIRED** for hanging. If it has any other type of hanger it will not be exhibited. **NO Sawtooth hangers allowed.** Works on paper must be framed, behind glass or plexiglass.

Commission: William Reif Gallery takes 30% commission on each sold piece; the artist retains 70%.

Deliver artwork by: _____, between 10:00 am and 5:00 pm.

End of show artwork pick-up: _____, between 10:00 am and 5:00 pm.

The contract, inventory form, and "working label" is enclosed. For publicity-sake, please e-mail us (pat@womanspace-rockford.org) to let us know if you ARE planning to exhibit in this show.

Sincerely,

Womanspace Gallery Committee




womanspace
gallery contract

This agreement is made by and between Womanspace, Inc. (hereinafter referred to as Womanspace) and _____, Artist (hereinafter referred to as Artist).

The parties agree as follows:

- Exhibit space designated for this show is known as William Reif Gallery.
- If art is marked NFS, the Artist shall remit to Womanspace the fee of \$20 (non-members) or \$15 (Womanspace members).
- This exhibit in William Reif Gallery opens _____.
Artist shall deliver artwork to the gallery by _____, and remove artwork from the gallery after the show in a timely manner on _____.
- Womanspace shall be entitled to a 30% commission on any work sold from William Reif Gallery as a direct result of its efforts, or as a commission or referral to the Artist.
- No fixtures or equipment may be moved, installed or removed from Womanspace without the express consent of Womanspace.
- Womanspace maintains a no smoking policy for its entire campus.
- All works are to remain in William Reif Gallery until the close of the show.
- The exhibit will be installed by Womanspace. Artist may make suggestions regarding display of artwork, but Artist is not responsible for the installation of the show.
- An opening reception will be held on _____.
- Womanspace will provide entertainment and refreshments.
- Womanspace will send e-mail announcements to its regular mailing list (currently over 1,000 e-mails), including press releases sent to local papers and magazines.
- Womanspace provides liability insurance and contents coverage. The Artist agrees to assume the deductible losses on artwork. Artist shall provide a written inventory of all artwork.
- By signing this contract, Artist agrees that selected photographs of her/his work may appear in print or digital media for promotional purposes.
- This agreement is the entire agreement between the parties. Modifications or amendments may be made only in writing, signed by both parties and attached hereto.



(for Womanspace)

_____/_____/20 and _____/_____/20
(Artist signature)



womanspace
inventory list

Name _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Show Name _____ Show Dates _____

Inventory #	Title	Medium	Price	Office Use Only	
				70%	30%
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Label Instructions:

- Please print clearly and attach labels lightly to the front of your work.
- Make sure the inventory number on label matches the number on your Inventory Sheet.
- These are working copies only. Womanspace will print wall labels for each piece in the exhibit.

Total _____
 CHK# _____
 Date _____

Inventory #: Price: Title: Medium: Artist:	Inventory #: Price: Title: Medium: Artist:
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