



# [Show Title] Exhibition Intake Form

**PLEASE BE AWARE THAT:**

- If work requires a certain type of installation, please provide detailed notes or photographs to assist the Exhibition Installation team.
- Your name and title of work **MUST** be recorded on the reverse of each work of art.
- All sales for members are subject to a 30% commission and all sales for non-members are subject to a 50% commission.
- You may submit **up to 2 artworks** and Quest Art reserves the right not to hang work with regards to content, execution, or presentation. Notes will be written on the back of this form as to why the work may have been rejected.

**Exhibition Title:** \_\_\_\_\_

**Exhibition Dates:** \_\_\_\_\_

Lender Name: (Please print) \_\_\_\_\_

Drop Off Date: \_\_\_\_\_

Address: (Please Print) \_\_\_\_\_

Email: (Please print) \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title: (please print)	Medium and Size of Piece	For Sale: Yes or No Value?	Date Sold	Date Removed	Initials	Receipt No.

**Please ensure your artwork meets the following criteria before submission:**

- Artwork must be original and dry to the touch.
- Your name and title of work **MUST** be recorded on the reverse of each work of art.
- Frames must be clean and undamaged
- All 2D artwork **MUST** be wired for hanging
  - Exception: light wood panels (108 square in. or less) may have a saw-tooth hanger
- Works on paper must be framed or mounted on wood panels and protected by glass, a fixative or varnish
- 3D works must be stable for secure display on a pedestal or floor or wired for hanging
- All elements of the work must be firmly attached



I understand **all pricing is final** and that by signing this form **I am assuming all risk and responsibilities associated with exhibiting artwork. The artist may choose to provide insurance coverage on any works displayed at the gallery.** Commitment to show artwork for the FULL show is required. Quest Art is not responsible for work not picked up on the specified pickup dates for the exhibition. Any artwork not picked up within 4 (4) weeks of the exhibition closing date will become the property of Quest Art to use as it sees fit unless other arrangements are made with staff.

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

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

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

If your application is accepted, this form will become the contract between yourself and Quest Art covering the period in which your work will be hung.

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