



# LOCAL ARTIST SHOW – ARTIST CONTACT/INTAKE FORM

Non -members of Spiral Gallery invited to participate

Artist Name \_\_\_\_\_

Artist Email address \_\_\_\_\_

Artist Address \_\_\_\_\_ Phone \_\_\_\_\_

This contract between The Spiral Gallery Co-Op and \_\_\_\_\_ Student’s Name

Is entered into on \_\_\_\_\_ (date). The following conditions, rights, and responsibilities will be in effect for the duration of the Student Show. Please review the following information with the gallery representative and sign below if you agree with these terms.

- Work will hang in the gallery from Dec 31 – Feb 2, 2025, and may not be removed prior to the end of the show. All remaining artwork must be picked up Jan 28 2024 by the end of the business day unless prior arrangements have been made. The Spiral Gallery will not be responsible for artwork left after Feb 2, 2025.
- All 2-D artwork (paintings, drawings, etc.) must be framed and ready for display. Framing is the responsibility of the individual artists. D rings with wire recommended for 2-D art. Pedestals will be provided for 3-D work.
- **All work must be for sale.** A commission of 30% of sale price will be paid to The Spiral Gallery, with 70% going to the artist. Please bring in priced & your name on the price tag. Checks will be mailed out during the second week of February.
- All artwork will be inspected upon submission, and this **completed form will serve as a receipt for work.** The Spiral Gallery accepts responsibility for artwork being returned to artist in the same condition as when submitted. If damaged, loss or theft should occur, artist will be compensated at the same rate (70% of priced marked) as if work had sold.
- Please use the back of this form for any additional works submitted by artist. The gallery reserves the right to limit / select number of items for the Show.
- **Deadline for art to be delivered to Spiral is December 29, 2024.**

**The Spiral Gallery Co-Op**  
 341 S. Broadway / PO Box 1394  
 Estacada, OR 97023  
 503/630-7273  
[www.thespiralgallery.com](http://www.thespiralgallery.com)  
 Email: [jamiberry@yahoo.com](mailto:jamiberry@yahoo.com)

\_\_\_\_\_  
The Spiral Gallery Representative

\_\_\_\_\_  
Artist

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
phone

### List your Art

Name of Piece \_\_\_\_\_ price \_\_\_\_\_ Medium \_\_\_\_\_

Name of Piece \_\_\_\_\_ price \_\_\_\_\_ Medium \_\_\_\_\_

Name of Piece \_\_\_\_\_ price \_\_\_\_\_ Medium \_\_\_\_\_