

**Artist Submission and Contract**

By submitting this agreement, you accept all terms and standards set by the Museum. You must fill in the information in the boxes below. The museum reserves the right to correct typos for titles and mediums if applicable. Please note that it is your responsibility to give all information for the actual artwork as requested below. Please see our Terms and Standards for quality and sizing requirements. The MRM reserves the right to refuse all submission not meeting these standards.

<b>Artist Name (<u>printed, exactly as you wish the listing to show</u>):</b>	
<b>Mailing Address:</b>	<b>Zip:</b>
<b>Physical Address (must be in Taos County):</b>	<b>City:</b>
<b>Telephone:</b>	<b>Email:</b>

<b>Please Check one</b>	<input type="checkbox"/> 2-D	<input type="checkbox"/> 3-D	<input type="checkbox"/> Jewelry
<b>Title:</b>			
<b>Medium:</b>			Please restrict Medium description to 40 characters. Anything longer will not fit on a label.
<b>Size:</b>			Must meet 2D or 3D restrictions as identified on the Terms and Standards page.
<b>Retail Price:</b>			
<b>Artist Signature or Representative Signature</b>			

**Insurance:** Artwork placed on loan to the MRM is covered under the museum's fine arts insurance policy while in possession of the museum. The value of the artwork for insurance purposes is the artist's established retail price.

Note: February 9, 2018 is a ticketed event. As a participant, you and one guest have free admission. **You must identify your guest name below to avoid confusion and delays at the reception.**

Please Print Guest Name: \_\_\_\_\_

As a participating artist, you set the selling price of your piece. Based on your sales price you will receive 50%, with MRM retaining 50%. Potential buyers will be informed that the selling price is not negotiable. Each artist may submit only one piece. When a piece sells, the artist cannot submit another piece.

Museum Post Show Information

Sold:  Not sold:

**Return to Artist or Representative Signature:**

**Date:**

## Terms and Standards

### Show is Open Only to Taos County Artists with New Original Artwork

#### 2018 Submission Deadlines, No Exceptions:

- **Submission dates are Tuesday, January 9 through Friday, January 12, 2018.** Artwork will be accepted between 10 AM and 4 PM on these dates. Please deliver to 1504 Millicent Rogers Rd. Complete and bring the "Terms of Agreement" form (page 3 of this document) with your artwork.

#### General Artwork Standards:

- All artwork will be subject to museum quality standards. MRM has the right to refuse work not meeting these standards as well as the requirements outlined below.
- Must be original, less than 1 year since creation, and not previously shown in any other exhibit.
- No artwork requiring an electrical connection for exhibit will be accepted.

#### 2-Dimensional Requirements:

- Original works include: paintings, watercolors, pastels, oil, acrylic, pencil, mixed media, and collage.
- Photography may be film or digital. The image must be an original work.
- No computer-generated reproductions, including offset prints, posters, or giclee prints.
- The artwork can be no larger than 100 square inches. Framing is not part of the 100 square inches but the frame and the matting must not exceed 3" on each side.
- All artwork must be framed and ready to hang with hanging hardware.

#### 3-Dimensional Requirements:

- Original works includes: stone, clay, wood, metal, glass, leather, sculptures, pottery, or combinations thereof. Size must not exceed 1000 cubic inches. For example: a base of 10"x10", and a height of 10", a base of 8"x8", and a height of 12", a base of 5"x10" and a height of 20".
- Jewelry: Stone, clay, wood, metal, glass, leather, or combinations thereof. No faux or imitations accepted. Must fit inside either of these box dimensions: a) 3.5" x 3.5" x 2", or, b) 8" x 5.5" x 1".

#### Sales:

- All items must be for sale and will remain on display at the MRM exhibit through Sunday, March 4, 2018.
- All items will be marked as sold upon payment.
- If your work is purchased, the MRM will remit to you a check for 50% of the retail price as noted in the contract. Checks will be mailed within 30 days of the closing of the exhibit.

#### Admission Tickets - Opening Evening: February 9, 2018, 5:30PM - 7:30PM

- This will be a ticketed event: \$15 general admission and \$10 per person for museum members.

#### Invitation and General Publicity:

- As a participant in the event, your work may be used to help in promoting the Miniature Exhibit and Sale in future years. By entering the show, you agree to allow the MRM to use images of your work on the museum's website, newsletter, printed invitations and posters. All illustrated items will be properly credited to the artist. All works that are submitted will be considered for publicity purposes. The museum sends out electronic invitations. Artists will have permission to share these invites with your clients electronically as well.
- To help us promote your work, if the piece is framed behind glass please provide a digital high resolution photo of your work without the glass.
- The Millicent Rogers Museum will email invitations to our members, patrons and sponsors.
- We encourage you to also notify your collectors of your participation in the event. Be sure to remind them of the ticket price and to purchase tickets in advance.
- A digital PDF of the invitation will also be available at the MRM website **on January 15.**

#### Post Show:

- **Monday, March 5, 2018:** A museum representative will contact artists for pickup of unsold pieces.
- **Tuesday, March 6 through Friday, March 9, 2018:** All artwork not sold must be picked up between 10 AM - 4PM. If you are unable to pick up your unsold work during this period, please identify someone on your "Terms of Agreement" form who is authorized to act on your behalf. Any work not picked up after **March 23, 2018** will be disposed of at the discretion of the museum.