

# The Spiral Gallery Co-Op

## Annual Student Art Show

### Artist Contact / Intake Form

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

School and/or Teacher: \_\_\_\_\_

Grade Level (if applicable): \_\_\_\_\_ Student of Life? Yes \_\_\_\_\_

Work Title #1: \_\_\_\_\_ Medium: \_\_\_\_\_

Work Title #2: \_\_\_\_\_ Medium: \_\_\_\_\_

This contract between The Spiral Gallery Co-Op and \_\_\_\_\_  
(Name of Student Artist)

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 January 1 –31, 2010, and may not be removed prior to the end of the show. All artwork must be picked up during the week of Feb. 1—7, 2010, unless prior arrangements are made. The Spiral Gallery will not be responsible for artwork left after February 7th, 2010.
- All 2-D artwork (paintings, drawings, etc.) must be framed and ready for display. Framing is the responsibility of the individual artists. Pedestals will be provided by 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. Checks will be mailed out during the second week of February 2010.
- All artwork will be inspected upon submission, and **this completed form will serve as receipt for work.** The Spiral Gallery accepts responsibility for artwork being returned to artist in the same condition as when submitted. If damage, loss, or theft should occur, artist will be compensated at the same rate (70% of price marked) as if work had sold.
- **Please use the back of the form to list additional works submitted by artist.** The gallery reserves the right to limit / select number of works to hang in the Student show.

**The Spiral Gallery Co-Op**  
341 S. Broadway / PO Box 1394  
Estacada, OR 97023  
503/630-7273  
www.thespiralgallery.com  
Email: spiralgallerycoop@yahoo.com

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

\_\_\_\_\_  
Student Artist

\_\_\_\_\_  
Address/Zip

\_\_\_\_\_  
Phone

Labels Created: Y or N

#### **FOR OFFICE USE ONLY**

Mark here if SOLD ☐

Buyer's Name & Number: \_\_\_\_\_

Artist contacted to pick up work (date): \_\_\_\_\_

Artist picked by (date): \_\_\_\_\_

# THE SPIRAL GALLERY

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A cooperative art gallery  
341 S. Broadway / PO Box 1394  
Estacada, Oregon 97023  
503.630.7273  
[www.thespiralgallery.com](http://www.thespiralgallery.com)

Dear Artist,

The Spiral Gallery is pleased to once again announce our annual Student Art Show. This event will take place in January 2010 and is an opportunity to showcase local artists of all ages (young or older) who are currently enrolled in school, an arts class or just a student of life. Home-schooled children are also welcome. If you have artwork you would like to submit, please review the following information.

- All work must be for sale with a 30% commission going to the gallery.
- 2-D work (paintings, drawings, etc.) must be framed and ready to hang. Framing is the responsibility of the artist. Pedestals will be provided for 3-D work (sculptures, etc.).
- Students may enter more than one piece, but the gallery will decide what is to hang depending on space available.
- Work must remain in the gallery for the duration of the show in January.

Work must be delivered to the gallery – without exception – no later than December 29, 2009.

An opening reception will be held as usual for the First Friday of the month – January 2, 2010. Refreshments will be served and students and their families are encouraged to attend this fun community event.

Items can be dropped off and forms filled out during regular business hours: Tues – Sat, 11 – 6 pm and Sunday, 12 – 4 pm. For more information or if you have any questions, please call Jami Berry at 503-631-3898.

The Student Art Show is a fun community event—we hope you participate!

Best regards,

Jami Berry  
Student Show Coordinator  
The Spiral Gallery