

artist _____

phone# _____

email _____

Boca Grande Art Center 2023 Fall Show
Feast Your Eyes - November 16-19

DEADLINE FOR ENTRY: 4:00 pm Thursday November 9

Please turn in registration, inventory list, and gallery staffing form by this date.

The coordinators will hang the show using a gallery style format. Work must be delivered and checked in on **Wednesday November 15 by 12:00 p.m.** See the schedule below for details.

Enter titles, mediums, price and framed dimensions for each work on the inventory form. As a guideline, assume that you have **the equivalent space of three panels (90"x 66")**, **though your work will not be grouped in one location.** Each panel can fit 1-4 works, depending on size. 2D Work wider than 30" is considered oversize because it won't fit on a panel. There is limited wall space available for oversize work. A lottery will be used if there are more oversized work requests than space allows, IF there is extra space available once all the works have been hung. **If you submit more work than space allows, you will be contacted to pick it up Wednesday afternoon or Thursday morning.**

Artists showing **jewelry, clothing or other small items:** There will be a single display area per artist. Be present with your work at all times, and keep your own inventory list of items.

- * Any work that is sold before the show reception opens must be labeled NFS (not for sale), NOT with a red dot.
- * When a work is sold and picked up, wall tag will be removed, not left on the wall.

Please check any additional needs:

___ counter space approximately ___" wide

___ folding table

___ I have cards to display

___ I have unframed giclee reproductions

All cards and prints will be displayed in one location near the cashier

___ Yes, enter my name in the lottery for extra work space. ___ other _____

SCHEDULE

ARTWORK CHECK-IN WEDNESDAY 11/15, 10:30 - 12:00

- **Fill out your inventory tags before you arrive with your work, don't attach (see tag form).**
- **PLEASE don't bring work early; the coordinators will be setting up the galleries before check-in begins.**
- **Volunteers will be there to check you in . NO WET PAINTINGS are allowed.**
- **Check your shift assignment and pick up appetizer tray.**

RECEPTION THURSDAY 11/16, 5-7:15: All artists are expected to attend and help as needed with cleanup

SHOW CONTINUES 11/17 - 19 - Friday - Saturday 10-5 and Sunday 10-4**BREAKDOWN 11/19 - Sunday 4 - 4:30:** Buyers may pick up work between 2-4. All other work remains on exhibit until show ends. Please see show rules about this. Artists are responsible for removing ALL artwork, including any sold work not picked up. (unless arrangements are made with the office for a later pick up).

Everyone is expected to stay and assist with breakdown until all work is finished.

I have read & accept the terms of this show registration:

_____ **artist signature**