GALLERY EXHIBIT INVENTORY FORM

Print ALL Clearly

Redlands Art Association
215 E. State St, Redlands CA 92373
909-792-8435
www.redlandsartassociation.org

Artist's Name _____

Exhibit Dates _____

PROCEDURE:

1. Before submitting art, each item must be clearly marked with Artist's Name, Title, Medium, Size, and Price.
2. Affix a numbered tag to each item. This becomes the Assignment Number (see first column below).
3. Complete this Inventory Form, sign up on the calendar for your gallery attending dates, and pay the clerk.

ART REVIEWED BY _____

THIS IS YOUR RECEIPT OF FEES PAID

Categories		Limit	Fee
(A)	Wall Hanging	3	$ 5.00
(B)	Large Sculpture	3	$ 5.00
(C)	Table- Small items	10	$ 5.00
(C)	Glass-Ceramic-Fabric	10	$ 5.00
(C)	Small Framed art .	5	$ 5.00
(D)	Matted Work	10	$ 5.00
(E)	Cards	n/a	$ 3.00
(F)	Jewelry	10	$ 5.00
(G)	Patio Items	3	$ 5.00
		TOTAL FEES $	

Assignment Number	Item Name / Title	Item Size	Category	Medium *Circle the R if a Reproduction*	Price $	Date Sold / Removed Receipt # / Initials
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		
			C	R		

By signing below you acknowledge that you have been given a "Gallery Agreement", have read, understand and agree to the regulations and the fee schedules stated herein. You understand that as Consignor, you are responsible for attending (or providing an attendant as a clerk for the Gallery) for TWO (2) time slots per exhibit.

Gallery attending dates can be scheduled Monday through Saturday
AM Shift = 10AM to 1:30 PM
PM Shift = 1:30 PM to 5 PM

Artist Signature **X** _____ Date _____

Address _____

City _____

Ph: ( ) _____ email _____

Gallery Clerk Attending Dates

First Date _____
Shift: circle one: AM or PM

Second Date _____
Shift: circle one: AM or PM

FORM REVIEWED BY _____

Please arrive at least 15 minutes before your agreed time.