GALLERY EXHIBIT INVENTORY FORM

Print ALL Clearly

redlands
ART ASSOCIATION
215 E. State St
Redlands CA 92373
909-792-8435
www.redlands-art.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 on the back.
2. Put an RAA number tag on each item and record it in the first column of this sheet, and your own inventory number, if any, in second column.
3. Complete this Inventory Form,
4. ~~Sign up on the calendar for your gallery docent dates,~~
5. Pay the clerk.

Categories		Limit	Fee
(A)	Wall Hanging	3	$ 10.00
(B)			
(C)	Table- Small items:		
	Glass-Ceramic- Etc.	10	$ 10.00
	Small Framed art .	5	$ 10.00
(D)	Matted Work	10	$ 10.00
(E)	Cards	n/a	$ 5.00
(F)	Fabric	10	$ 10.00
(J)	Jewelry	10	$ 10.00
~~Docent Fee - if not being a docent in the gallery~~			~~$ 15.00~~

THIS IS YOUR RECEIPT OF FEES PAID

TOTAL FEES = $

Receipt # ( ) Credit Card ( ) Cash ( ) Check #_____

RAA # at take-in	Your own I.D. #	Item Name / Title	Item Size	Category	Medium - *Circle the R if a Reproduction*	Price $	Date Sold or Removed. Receipt #
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					R		
					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 docent for the Gallery for one time slot per exhibit.~~

~~Gallery docent dates can be scheduled Monday through Saturday~~
~~AM Shift = 11 AM to 1:30 PM~~
~~PM Shift = 2 PM to 4:30 PM~~

Artist Signature **X** _____ Date _____

Address

City Ph: ( )

Email

~~**Gallery Docent Date**~~

~~Shift: circle one: AM or PM~~

~~MARK THIS DATE ON YOUR CALENDAR!~~

FORM REVIEWED BY _____ *ART REVIEWED BY*_____

ALL LINED-THROUGH ITEMS ARE NO LONGER REQUIRED UNTIL FURTHER NOTICE.