

**SACRED ARTS GALLERY  
ST. MARK'S EPISCOPAL CHURCH  
431 Richmond Pl, NE  
Albuquerque, New Mexico 87106  
505-262-2484  
ART AND EXHIBITION AGREEMENT**

The Gallery of the St. Mark's Episcopal Church is pleased to exhibit your work in the Sacred Arts Gallery.

This show will feature **Small Works, all media. Maximum size is 12 x 12" framed.**

Date of Exhibit: **Friday, December 2, 2022 to Friday, March 3, 2023.**

Each artist is allowed to submit up to **5 (five)** pieces.

The Gallery Committee reserves the right to eliminate any piece due to space restrictions, appropriate subject matter, framing issues and aesthetics. There is no formal jurying.

**ENTRY REQUIREMENTS**

A list of entries should be e-mailed to Audrey Minard at [aminard42@msn.com](mailto:aminard42@msn.com). In the e-mail, please include your address and phone number for our accounting purposes. You may keep this form for your records.

If unable to e-mail, please mail the form to Audrey Minard, PO Box 2541, Tijeras, NM 87059, to arrive at least one week prior to delivery date.

Please affix one of the corresponding labels included with this form to the back of each piece. It is recommended that you make a copy of the entry form for your records.

Delivery of art work is **Friday, December 2, between 9 a.m. and 10:30 a.m.**

The Gallery retains 20% of all sales and checks are issued approximately every 2 -3 weeks. If a piece is sold, the artist will be contacted to provide a replacement piece, if available.

St. Mark's Episcopal Church is a non-profit entity and does not collect sales tax on artwork sold within the gallery space. It is the artist's responsibility to report any income generated from sales.

**HANGING REQUIREMENTS**

All pieces must be appropriately framed and ready to hang with wire. **No tooth hangers allowed.** The Gallery Committee will hang, mount or otherwise display the artist's work on behalf of the artist. The gallery will print display labels.

**PICK UP OF ART WORKS**

Pick up date for unsold pieces at conclusion of show is **Friday, March 3, 2023 between 9 – 10:30 a.m.**

**ST. MARK'S EPISCOPAL CHURCH**  
**GALLERY EXHIBIT**

**IMPORTANT**

**PLEASE PRINT CLEARLY AND INCLUDE CITY AS WELL AS ZIP FOR REFERENCE FOR SENDING CHECKS ON SOLD PIECES**

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

<u>ARTICLE/TITLE</u>	<u>MEDIUM</u>	<u>SIZE (Framed)</u>	<u>PRICE</u> (Include 20% comm. To Gallery)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**STATEMENT OF LIABILITY**

Please read carefully and sign below

St. Mark's Episcopal and the Sacred Arts Gallery Committee of St. Mark's will not be held liable for loss or damage to art works displayed in the church Gallery.

We will exercise reasonable care in the handling of such art works and articles being displayed.

If you would like your art work or articles insured, it is suggested that you make arrangements through your insurance company.

St. Mark's Episcopal Church and the Sacred Arts Gallery Committee are not responsible for any articles left at the church after the pickup date.

By signature you agree to the terms and conditions outlined above.

\_\_\_\_\_  
NAME: PLEASE PRINT :

\_\_\_\_\_  
SIGNATURE

PLEASE FILL OUT AND AFFIX TO THE BACK OF EACH PIECE SUBMITTED.

ARTIST'S NAME _____ TITLE _____ MEDIUM _____ SIZE (FRAMED) _____ PRICE __\$ _____	ARTIST'S NAME _____ TITLE _____ MEDIUM _____ SIZE (FRAMED) _____ PRICE __\$ _____
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