

# FEATURED ARTIST INSTRUCTIONS

Artist's wanting to be featured must adhere to these guidelines

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## Instructions for Acceptance

### 1. Email 4 LoRes JPG images of your artwork to: **Curator@ArtHouseLounge.com**

5 members of the Art community will be chosen by the Curator to review the artwork and vote on whether the artist should be accepted into the gallery. Majority vote (3 out of 5) gets the artist into the gallery. Artist will be notified of acceptance or non-acceptance by email.

\* If accepted, the artist will be put on the list to be featured and then contacted 2 months prior to exhibition.

*« No phone calls or emails after emailing your portfolio »*

### 2. If Artist is notified of acceptance...print pages 2 and 3 of this PDF **Read, fill out, initial, sign & date the Contract and Inventory List.**

The 4 artworks approved will be accepted for exhibit in the gallery for a period of 2 months. (more pieces may be accepted for display depending on size, but must be approved by Curator prior to exhibition). Hand-deliver with Art, or Email or Mail Contract and Inventory Sheet to: ArtHouse Lounge, 217 N. 2nd Street, Harrisburg, PA 17101.

### 3. Delivery of Artwork **Art may be hand-delivered or shipped to Gallery**

- If shipping, work must be shipped prepaid and properly insured (AHL not liable for damage during shipping) to: ArtHouse lounge, 217 N. 2nd Street, Harrisburg, PA 17101
- All work must be shipped in sturdy, REUSABLE PACKAGING using appropriate packing materials such as bubble wrap or foam peanuts. A CHECK, CREDIT CARD INFO, OR PREPAID SHIPPING LABEL MUST BE INCLUDED for return shipping including proper insurance. PLEXIGLASS MUST BE USED ON ALL SHIPPED WORKS, NO GLASS.
- Works must arrive with legible identification tag affixed to back of artwork. Tag must include: Artist Name, Title of Work, Medium, Dimensions and Price. Works must be ready for hanging with wire in place.

### 4. Optional **Artist may purchase a nameplate to hang above exhibit.**

A Nameplate with the your logo or typeface can be purchased for \$45 to hang over your display (See Gallery pictures on website for reference) Artist will be able to keep the Nameplate when exhibition is over. The Nameplate can be reused if the Artist is chosen to do a Solo Exhibition in our Gallery or if the artist is featured in the future with different artwork exhibited. If interested, at least 3 weeks prior to your exhibition date, mail check or money order payable to ArtHouse Lounge for \$45 to: ArtHouse Lounge, 217 N. 2nd Street, Harrisburg, PA 17101. Also, if you have a logo, email it in Hi-Res Illus. EPS or JPG format ( at 1/4 size). The final size proportions of the Nameplate is 32"w X 12"h. If you do not have a particular logo or typeface, you can specify Block, Script or Serif Typeface and we will set a typeface for you. If you have a website with your name on it, we can match as close as possible to your font. We will then email you a PDF proof to get your approval before we produce the nameplate. The nameplate will not be produced until your check clears.



# ARTIST CONSIGNMENT AGREEMENT

Artist Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Website Address (if any) \_\_\_\_\_

## **TERMS**

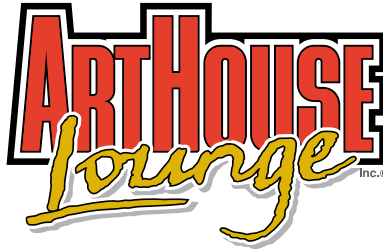
1. Artist named above is interested in consigning his/her artwork in the ArtHouse Lounge Gallery on a sales commission basis. Artworks are listed and described on the attached Artist Inventory List.
2. Artist agrees to consign the named artwork for the time period of 2 months.
3. Artist is responsible for replacing art as it is sold.
  - A. Art must be provided in final form and ready for sale.
  - B. Each new item submitted for consignment must be approved and cataloged prior to installation by the Curator of ArtHouse Lounge.
  - C. Artist may swap out or replace pieces at his/her discretion on 1 month intervals only with the knowledge and assistance of the Curator and not with any other employee of AHL.
4. Artist is responsible for framing all artwork at his/her expense.
  - A. Framing is required for all paper, canvas, & flat wood art that hangs on the wall. Exceptions may apply. Curator will decide what is deemed appropriate for display.
  - B. Prints to be sold as unframed should be shrinkwrapped on backer board. Other art forms must be properly and professionally displayed.
5. ArtHouse Lounge agrees to insure each piece of art for the value of Artist's wholesale cost (the monies received by Artist when piece is sold).
6. ArtHouse Lounge will absorb 40 percent (40%) of retail sales price as commission when art is sold.
7. Artist gives ArtHouse Lounge permission to post the consigned artworks for sale on the ArtHouse Lounge website and will receive commission if sold. Art will be deleted from site at end of exhibition.
8. ArtHouse Lounge reserves the right to extend or terminate an Artist contract at any time for any reason.



\_\_\_\_\_  
**Artist Signature** **Date**

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**Office Use Only**

\_\_\_\_\_  
**AHL Approval Signature** **Date**



# ARTIST INVENTORY SHEET

Artist Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

OFFICE USE ITEM #	NO.	ART TITLE	METHOD/MEDIA	QUAN*	ARTIST WHSLE COST	AHL RETAIL PRICE
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					

*\*More than one quan. is acceptable only if it is Art or Photographic Prints. Each Print will be numbered accordingly for sale by AHL.*



Artist Signature \_\_\_\_\_ Date \_\_\_\_\_