

Exhibition Registration Form

Grace Gallery

(Rev 6-17-24)

Please follow the guidelines below to facilitate a successful Gallery exhibition.

1. Check the “drop off work dates” that will be announced in the church newsletter.
2. Complete the **Exhibition Registration Form** found on the **Grace Church of the Mountains** Website or in the file folder for **Grace Gallery** found in the front office. **THIS FORM AND YOUR WORK SHOULD BE TURNED IN on the Sunday date announced, (TBA in the e-news letter).**
3. **IF...** you cannot drop off your matted or framed work (or other art form) on the assigned “Drop off work” Sunday, please leave your work in the “*Designated Portfolio*” located in the office, or if your work is too large or 3-D there will be a designated BOX that will accommodate your work. Please make sure this Registration Form is securely attached to your work. **Please write the TITLE** on the back of your work. (The Arts Committee will attach your **Information I.D. card** to each work before displaying)
4. Please make sure that you have a hanging mechanism attached to your Art Frame (wire works best with the hooks we have on our display system). 3-D submissions will be handled in a way that best suits them. **Do NOT use the 'Saw Tooth' hanging devices.**
5. A maximum of **THREE** art submissions are allowed per showing period (you only need one Registration Form for your submissions)

****No hanging artwork should be heavier than 20 Lbs.** (including the frame).

Name _____ Signature _____

Email _____ Phone Number (best # to call) _____

Art will be on display for approximately 4-6 weeks, then new pieces will be rotated into the gallery for the next display time. Work from the gallery will need to be picked up promptly in order to make room for new displays. We will announce the days of pick up.

Please contact **Marie Shaginaw** with any questions you may have. (828)788-1132 or mshaginaw720@gmail.com If calling cell number please leave your name if the call is being screened by Google. We're looking forward to displaying your beautiful work!

Titles of work submitted: _____

DATE _____
