



womanspace  
call for artists

November 1, 2021

Dear Artist,

The holiday season is fast approaching! Help us bring local art to the public as the perfect gift for that special someone that can be enjoyed year-round. This year's sale is a NO ENTRY FEE, FOUR-DAY artisan sale at Womanspace, and you, the artist, do not have to be present to staff any table...Womanspace will manage it. Although this is a holiday art sale, the subject of the works included do not have to be holiday themed. We'd love to have you join us!

**Exhibition:** "There's Something About Merry" Holiday Sale

**Dates:** December 9–12, 2021

**Times:** Thursday, 5:00–9:00p; Friday, 1:00–7:00p; Saturday, 10:00a–4:00p; Sunday, 1:00–4:00p

**Quantity:** Maximum of 20–30 small items (eg: jewelry); 10–15 medium items (eg: pottery);  
5–10 large items (eg: framed art no larger than 20 x 24").

**Size:** Because of limited space, there is some size restriction. Suggestion: The smaller and more reasonably priced the item is, the greater likelihood the item will sell.

**Medium:** Any medium, 2-D or 3-D. Please provide any special display (labeled with your name; maximum size 20 x 24").  
Framed art needs to be WIRED for hanging. Questions? Submit them to the email below.

**Labeling art:** Each item MUST be clearly labeled with an inventory number and price on a removable label, and it should correspond to the inventory form. Every item requires its own number even if there are multiples of the same item. Label each item with your three initials and an inventory number (eg: JRD3).

**Deliver art:** Thursday, December 2, 12:00–5:00p or Friday, December 3, 3:00–7:00p. (Bring signed contract & inventory list.) Please allow extra time when dropping off your items so that a volunteer can go through your inventory with you. If items are not marked properly or there is a discrepancy on your inventory sheet, these will need to be corrected before your items will be accepted.

**Art pick-up:** Monday, December 13, 10:00a–5:00p or Tuesday, December 14, 3:30–6:00p.

**Entry Fee:** NO ENTRY FEE! Womanspace has waived the entry fee for this year's sale.

**Commission:** On each sold piece, Womanspace receives 25% commission from members; 30% from non-members.

**G2G Rights:** The Gallery Committee reserves the right to omit pieces due to inappropriate content. Due to limited space, not all pieces may be displayed at the same time; we will replenish from your inventory as necessary.

The contract and inventory form are included.

**IF YOU INTEND ON PARTICIPATING, PLEASE RSVP BY NOVEMBER 15 to: [pat@womanspace-rockford.org](mailto:pat@womanspace-rockford.org)**



womanspace  
gallery contract

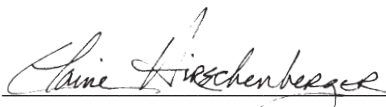
**“There’s Something About Merry” Holiday Sale – December 9–12, 2021**

This agreement is made by and between Womanspace, Inc. (hereinafter referred to as Womanspace) and

\_\_\_\_\_, Artist (hereinafter referred to as Artist).

The parties agree as follows:

- Exhibit space designated for this show is known as Gallery2Go, William Reif Gallery and New Dimensions Studio.
- Womanspace has waived the entry fee for this sale.
- This exhibit in the said exhibit space runs from December 9 through 12, 2021
- Artist shall deliver artwork to the gallery by December 2, 2021, 12:00–5:00p or December 3, 2021, 3:00–7:00p
- Artist shall remove artwork from the gallery after the show in a timely manner by December 14, 2021  
If you are a Womanspace member, you may leave your non-holiday items in Gallery2Go as your regular inventory.
- Womanspace shall be entitled to a 25% commission from members (30% commission from non-members) on any work sold from this show.
- No fixtures or equipment may be moved, installed or removed from Womanspace without the express consent of Womanspace.
- Womanspace maintains a no smoking policy for its entire campus.
- All works are to remain in exhibit spaces until the close of the show.
- **The exhibit will be installed by Womanspace. Artist may make suggestions regarding display of artwork, but Artist is not responsible for the installation of the show.**
- Womanspace will provide refreshments.
- Womanspace will send e-mail announcements to its regular mailing list (currently over 1,000 e-mails), including press releases sent to local papers and magazines and social media. Limited postcards are available for the Artist to distribute.
- Womanspace provides liability insurance and contents coverage. The Artist agrees to assume the deductible losses on artwork. Artist shall provide a written inventory of all artwork.
- By signing this contract, Artist agrees that selected photographs of her/his work may appear in print or digital media for promotional purposes.
- This agreement is the entire agreement between the parties. Modifications or amendments may be made only in writing, signed by both parties and attached hereto.

  
(for Womanspace)

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_ and

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
(Artist signature)

Womanspace, Inc.



womanspace  
inventory list

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Show Name **There's Something About Merry Holiday Sale** Show Dates **December 9-12, 2021**

Inventory #	Title	Medium	Price	Office Use Only	
				75%/70%	25%/30%
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____

Total \_\_\_\_\_  
CHK# \_\_\_\_\_  
Date \_\_\_\_\_