



P.O Box 62 | 37 North Buffalo Street
Springville, New York 14141
(716) 592-9038 | www.SpringvilleArts.org

Artwork Submission Form

Springville Center for the Arts (SCA) assesses a 30% commission on each item sold; it is assumed that the price listed below is the full sale price and includes that commission. To determine the sale price based on what you need to receive, use the following formula: **(YOUR PRICE) ÷ (0.7) = Sale Price.** Please round to a reasonable number. Checks are cut monthly.

SCA will take every reasonable precaution to maintain the safety of your work. Because this work is sold on commission and remains your property until sale, we can't be held responsible for damage or loss and insurance can only be provided by your own homeowner's policy. Please check with your agent.

For exhibits, work must be picked up within two weeks of the close of the exhibit. Artisan/gift shop work it must be picked up within one month after being contacted about removal. Any work left longer than one month without prior arrangements will be considered abandoned and may be disposed or gifted at the discretion of the SCA.

All work must be submitted ready to display (this may mean matted and framed, appropriate hanging hardware such as wire preferred, protective coatings, dry/no lingering odor from materials, etc.) All work must be labeled including the artist's name, title or id number and price. Submission of work grants the right to utilize images of the work in promotional materials including but not limited to the web, email, printed brochures and advertisements. SCA reserves the right to refuse any work and acceptance of this form does not guarantee the display of your work.

Artist Display Name: _____ Phone: _____

Cut Checks to (if different): _____

Street, City, Zip: _____

Email: _____ Website: _____

Item submitted for (Arts Underground store, Exhibit name, etc.): _____

Title or Item #	Media	Sale Price
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

Additional items may be listed on the back or attached.

Date Received: _____ Artist Signature at Submission: _____ Staff Initials: _____

Date Removed: _____ Artist Signature at Removal: _____ Staff Initials: _____