

**Artwork Submission Packet** – Please save as  
LASTNAME.pdf then email completed packet to  
[info@loftworksgallery.com](mailto:info@loftworksgallery.com) by Midnight, September 12th



## Artist Agreement

Upon selection for an exhibit at Loftworks Gallery, I \_\_\_\_\_  
agree to the following terms & conditions: printed name

- Loftworks Gallery, LLC and its representatives are not responsible for shipping or damage to artwork during transport, installation, exhibition, and takedown.
- Artists are responsible for the transportation and handling of their work. Each piece needs to arrive at Loftworks Gallery ready to hang or display. Predetermined time frame and dates for set up and take down must be adhered to. Artists must provide return shipment label and packaging along with delivery of artwork. If artist will be picking up artwork at the end of show, other arrangements will be made.
- Loftworks Gallery, LLC and its representatives are not liable for any injuries acquired by participants and their guests at any time.
- Selected artists' information and images may be used in Loftworks Gallery promotional materials; social media, press releases, signage, postcards and other printed materials, blog posts, and/or email marketing.
- Artists are responsible for pricing and delivery of work. When applicable, prices must be provided to Loftworks Gallery upon submission. Loftworks Gallery will take a 25% commission of all sales. Artist is responsible for processing fees on all transactions and shipping fees when applicable for each sale.

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Signature

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Date



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## Artwork Submission Form

Please submit one form per piece of art. Send an image of the work titled by the “artist or band\_Lastname.jpg” and use that corresponding file name in this form. The file sizes should be a 1MB jpeg. There is no limit to the number of pieces you may submit. If not enough pages, please submit another packet with completed *Artwork Submission Forms*, the rest of that packet may be left blank if it has been completed already.

Filename: _____
Title: _____
Dimensions of Work: _____
Medium: _____
Price (If applicable): _____
Specific Installation requirements: _____

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Filename: \_\_\_\_\_

Title: \_\_\_\_\_

Dimensions of Work: \_\_\_\_\_

Medium: \_\_\_\_\_

Price (If applicable): \_\_\_\_\_

Specific Installation requirements: \_\_\_\_\_

Filename: \_\_\_\_\_

Title: \_\_\_\_\_

Dimensions of Work: \_\_\_\_\_

Medium: \_\_\_\_\_

Price (If applicable): \_\_\_\_\_

Specific Installation requirements: \_\_\_\_\_