

Friends of Our Gallery Exhibit	
Registration Deadline:	Friday, August 19, 2011
Drop Off Dates:	Saturday, August 27, 2011 from 10:00 – 4:30 Sunday, August 28, 2011 from 12:00 – 4:30
On Display:	September 3 – October 9, 2011 Saturdays from 10:00 – 4:30 Sundays from 12:00 – 4:30
Reception:	Sunday, October 9, 2011 from 1:00 – 3:00
Pick Up Date:	Sunday, October 9, 2011 from 3:30 – 4:30

Preparation Information

- Entry forms are on our website.
- Label each piece of artwork clearly on the back or bottom.
- All pieces must be ready for display.
- Framed pieces must be ready to hang with appropriate sturdy wire or cord attached to the frame or stretcher bars.
- While successfully framed work adds to the aesthetic experience, we can accommodate a limited number of child/teen pieces that are simply matted with Velcro tabs on the back or artwork with easel type frames.

Reception Information

- Please extend an invitation to family, friends, co-workers, etc. to attend the artists' reception and to visit the exhibit.
- Rountree Gallery will provide beverages and serving necessities.
- The artists will provide the food items offered at the reception.

Sales Information

- Rountree Gallery will retain a 10% commission plus 5.5% sales tax, and will file Wisconsin sales tax.
- The sale price listed should include this 15.5% portion for commission and tax.
- All artwork Not For Sale (NFS) must have a monetary value for insurance purposes. If no NFS value is listed the artwork will be insured for \$25.00.

Gallery Information

- Rountree Gallery is not responsible for any damage to or accidental loss of artwork.
- Any artwork remaining in the gallery 60 days after the closing of the exhibit will become property of Rountree Gallery, and may be used and/or disposed of at our discretion.



Friends of Our Gallery Exhibit 2011 Entry Form

Name: _____

Parent's Name: *(if child or teen)* _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Artwork 1

Title.....

Medium.....

Price..... NFS

Artwork 2

Title.....

Medium.....

Price..... NFS

Artwork 3

Title.....

Medium.....

Price..... NFS

Artwork 4

Title.....

Medium.....

Price..... NFS

Artwork 5

Title.....

Medium.....

Price..... NFS

Return entry form:

1. via mail (to address below)
2. drop off at the City Hall mailbox
3. or submit info via email (to address below)



Identification Labels

Artist

Title

Medium

Price* NFS*

Artist

Title

Medium

Price* NFS*

Artist

Title

Medium

Price* NFS*

Artist

Title

Medium

Price* NFS*

Artist

Title

Medium

Price* NFS*



Guest List

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____

Name: _____

Address: _____

City, State, Zip: _____



Rountree Gallery

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(608) 348-6719 • rtgallery@yousq.net