

Downloaded forms – fill out three copies: one to attach to art, one for entrant, & one for intake book.

**CORE New Art Space, 900 Santa Fe Dr., Denver, CO 80204**  
www.corenewartspace.com Phone: 303-297-8428  
Gallery Hours: Thursday, Saturday, 12- 6pm,  
Friday 12 -9pm, & Sunday 1-4 pm

This box for intake staff use:	
Entry # _____	Staff Initials _____

Name of Show: \_\_\_\_\_

Opening Date: \_\_\_\_\_ Closing date: \_\_\_\_\_

Entry Fee: Cash: \_\_\_\_\_ Credit \_\_\_\_\_ Check# \_\_\_\_\_

**Requirements:** Art must be completely dry. Wall and suspended art must have suitable means for hanging. NO SAWTOOTH HANGERS. Standing art must be stable. Set-up diagram must accompany multiple pieces and installation art. All art must remain in place for the duration of the show. Size limit: Able to fit through the doors. Weight limit: 75 lbs.

**Notification:** We will do our best to notify you as quickly as possible. Please do not call the gallery. Please make sure email address and phone numbers below are accurate and legible.

**Pick-up:** Rejected work must be picked up during gallery hours (except during the show reception). Accepted work must be picked up between 4 and 5 pm on the closing Sunday of the show. Unless special arrangements are made, CORE takes no responsibility for accepted or rejected art left beyond 5pm of the last Sunday of the show. If you cannot pick up the work, give your receipt to a friend that can. At its own discretion, CORE may donate or collect \$5 per week storage fees for any artwork not picked up within 2 weeks after the closing of the show.

**Sales:** CORE charges a 30% commission plus tax on art sold. CORE will collect the payment for the artist: however the artist is responsible for terms and finalization of any sale, as well as delivery of the artwork. Your payment less the 30% commission will be rebated to your address within 45 days of the close of the show. Art need not be for sale.

**Liability:** CORE will take all due precautions to protect premises and art. However, CORE is not responsible for loss due to damage, theft, vandalism, or accident. If work is fragile, it is submitted at the artist's own risk. Artist is responsible for his/her own insurance.

**Reproduction of Art:** Accepted art may be photographed for publicity.

*By signing, I hereby agree to all the above stated conditions.*

Artist's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Artist's initials (Upon pick-up of art) Date: \_\_\_\_\_

*(Print neatly and press hard)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total number of pieces submitted: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For artist/display label: .....

Artist Name: \_\_\_\_\_

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

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

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