

**D e c e m b e r 2 n d , 2 0 1 6**

The Upstate Artists Guild is proud to present **The Annual Marketplace Show**, featuring artists with tables selling their wares. visit: <http://upstateartistsguild.org/Marketplace2016>

### **Eligibility:**

Open to all artists. All media is permitted. Work must be able to be delivered and picked up on the dates specified. Artists must be available to be with their art for all or part of the show on Friday, 12/2/16 from 6-9pm.

**THE UAG CANNOT STORE WORK!!!!**

**Specifications:** Entrants are limited only by imagination, ability and the following:

- Maximum size of work in any direction is 4 feet.
- Work must be clearly labeled with the artist's name, name of work, price, and contact information.

**EACH ARTIST WILL BE GIVEN ABOUT 4 FEET OF WALL/TABLE SPACE TO SET UP AS THEY WISH.** We encourage artists to sit with their work.

### **Entry checklist:**

1. Completed and signed entry form
2. Cash or check/money order made out to UAG or payment through PayPal.
3. Description of what will be on display.
4. Artists are encouraged to submit a 1-2 page bio (typed and printed or emailed to [info@upstateartistsguild.org](mailto:info@upstateartistsguild.org)) with entry.

**Entry procedure and fees:** Artists are encouraged to email submission form information to [info@upstateartistsguild.org](mailto:info@upstateartistsguild.org). If you can not submit by email, please mail this submission form to: 247 Lark St. Albany, NY 12211

Submissions and Submission forms must be received by midnight on **November 21st 2016.** The Submission fee for this show is \$20 for UAG members in good standing or \$30 for non-members.

Set-up dates for accepted work are tentatively set for Thursday, 12/1 6pm-8pm and Friday 12/2 3pm-5pm. **Please contact the [info@upstateartistsguild.org](mailto:info@upstateartistsguild.org) ahead of time if other arrangements are necessary.**

**Sales:** The UAG Gallery is not-for-profit and depends on the sales handling fees, membership dues, and charitable donations to cover operating expenses.

Artists whose work is sold through the UAG will be charged a Sales Handling Fee of 25%. (UAG 25% /Artist 75%). WHEN ARTISTS ARE BEHIND THEIR TABLE, THEY MAY COLLECT THEIR OWN MONEY AND THEN IN TURN PAY THE UAG THE 25% FEE.

Works not sold by December 2nd must be picked up after the show or on December 3rd from 12-2PM or special arrangement.

WE ARE HOPING TO EXTEND THE SHOW THROUGH SATURDAY 12/3 4pm. We will confirm this with the accepted artists once we know for sure.



## The Marketplace Show

December 2, 2016

## Call for Art

**Upstate Artists Guild**  
Albany, New York  
[www.upstateartistsguild.org](http://www.upstateartistsguild.org)

## CALENDAR

### November 21st Midnight

Submissions, entry form & fee must be received by 12am on this date in order to be considered.

### December 1st/2nd

Work must be dropped off and set-up on Thursday, 12/1 between 6pm-8pm or Friday, 12/2 between 3pm-5pm. Please contact the Gallery Manager ahead of time if other arrangements are necessary. Artwork which is not set-up during the times provided may be removed from the show.

### December 2nd (and possibly 12/3)

Exhibition dates. Opening reception will be 1st Friday, December 2, 6:00 - 9:00. Artists are encouraged to attend and donate food for the opening. Artists are also encouraged to sit at their booth for the duration of the show, as you have a greater chance of selling work if you are there to talk to guests.

### December 3rd (tentatively 12p-2p)

All works must be picked up by the 3rd or by special arrangement. Please contact the Gallery Manager ahead of time if other arrangements are necessary.  
**THE UAG CANNOT STORE WORK.**

## ENTRY FORM

**We strongly suggest submitting by email.**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_

e-mail \_\_\_\_\_

1. Please describe the work that you will be displaying on your table/wall space:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Will you be able to sit with your art on 1st Friday 12/2? \_\_\_\_\_

3. Are you able to sit with your art on 12/3 if we are able to keep the work up in the space and open during the afternoon on that date?

\_\_\_\_\_

## AGREEMENT

The UAG will take all possible precautions for the protection and care of all works for the duration of the show. The UAG carries limited liability insurance for each piece lost, damaged, or stolen. The UAG CANNOT STORE WORK: Artists MUST pick up the work on the dates specified or make arrangements with the gallery ahead of time if you cannot make it during the pick up times. **Artwork left at the gallery for over 30 days becomes property of the UAG.** IF YOU DO NOT AGREE TO THESE TERMS, we cannot accept your artwork for display.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

The UAG was established to provide a center for the arts, open to all, to promote the appreciation, practice, and enjoyment of art; art education and artistic endeavors throughout the community; to maintain a space in which to meet for the purpose of exhibitions, lectures, and instruction; and to work with the community to stimulate an interest in the arts.

It also works to support emerging artists, by providing them the opportunity to exhibit their work in the gallery.

The UAG is a not-for-profit volunteer organization. Artists who submit work are also encouraged to sit gallery hours.

For more information visit/write to: **I n - fo@upstateartistsguild.org**  
**www.upstateartistsguild.org**

**Please return form to The Upstate Artists Guild**  
**info@upstateartistsguild.org or 247 Lark St., Albany, NY 12210**