



## - Retail Gallery - Submission Form

Date:	
Name:	
Phone:	
Email:	
Mailing Address:	
Major Medium & Work Process	

We will look at up to ten images of available work. Images must be sent as low resolution JPEG or TIFF attachments, along with an electronic copy of this form, an artist bio/statement and resume. Images must be labeled using your name and the number that correlates with the work on the submission form (Example: JDoe\_1.jpeg; JDoe\_2.jpeg; etc.) Please send submissions to [galler@columbiaarts.org](mailto:galler@columbiaarts.org). Submissions will be reviewed on a quarterly basis. Artists may submit one submission packet per year. NOTE: Inclusion or exclusion of artists in our Gallery Shop retail area in no way makes that artist ineligible for submitting work for Gallery exhibitions throughout the year.

	Title of Work	Medium	Size	Retail Price*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

\*Note – retail price means the price at which an item will be sold at our Gallery. Use the following formula to calculate the retail price. Please set prices at even dollar amounts (example: \$2.00 not \$1.99).

**Formula: Artist Cut / Artist Commission = Retail Price**

EXAMPLE: If you want \$150? Take  $\$150 / .60 = \$250$  retail

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