

**ACL Art Gallery
Artist Submission Instructions**

Submit quality images, for consideration to:

ACLgalleryNJ@gmail.com

- Must include:
 - Artist name:
 - Title of work or unique identifier:
 - Medium:
 - Size:
 - Selling Price:

Obtain all forms from links that we will send to you.

Fill out said forms

Procedure when dropping off Artwork:

Do **NOT** just drop art work and leave. Everyone must work with our intake administrator.

ALL artwork must have Completed:

Registration forms:

- 1) Artist name to be printed clearly
- 2) Registration forms completed must have:
 - * Each piece listed in a separate section – may be on back or on separate sheet.
 - * Each piece lists:
 - A) Artists name (printed)
 - B) Title of each piece of artwork
 - C) Medium
 - D) Size
 - E) Price
 - F) Signature
 - G) Dated
 - H) **Current email address
 - I) **Current Cell phone number
- 3) **Labeled -TAGS:** Every piece MUST have **TWO** completed Tags. One on the front and one on back.
- 4) **Hanging:**All artwork must be ready for display. If it is to be hung it MUST have been wired with quality of sufficient strength for hanging. Wire must not extend closer than 2" from top. Any wire ends must be encapsulated.
- 5) **Pay** current hanging fee \$20
- 6) **Shift work:** bring your schedule so you can sign up for your shift work
- 7) **Orientation** If you have not sat before, you will meet with our Orientation Instructor at this time.
- 8) **Drop off BIO:** Current Artist BIO Should be 8.5" x 11" paper. Maybe both sides.
- 9) **Contact info:** Verify you have the correct phone number & email to reach us.

Thank you
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