

Instant Gallery – 4

Plan NOW to Participate in This Popular Event

The Show:

Everyone attending the conference is invited to bring **one** enamel piece to “Instant Gallery – 4” to introduce your work to the other enamelists. This will be part of the gala opening on Friday evening, the 24th of August 2007.

A great feature of the Instant Gallery presentation is having a small picture of the artist displayed with the work and information about the piece to make connections easy!

Your piece can be NSF or for sale. Sale arrangement is to be made between buyer and seller with TES and the Cultural Arts Center taking no commission. All pieces will remain on display until after the closing on Sunday.

When:

The Instant Gallery will share in the opening reception Friday night and be open during the conference at stated times so everyone will have the opportunity to see all the art.

Security of work:

Your work will be handled with utmost care. Society personnel will monitor the gallery during open hours. When the Instant Gallery is unattended, it will be locked. The show will be dismantled at the end of the conference. Please pick up your work and signage during the specified times on Sunday. Your photo and your receipt serves as a quick ID when you pick up your piece.

Volunteer Your Non-art Talent!

We won't have much time to organize the display but many hands will make it easier. This is the place for you to use your other talents.

At Instant Gallery Registration, if you are good at printing - help print legible display labels. Accept the work and log it in. Want experience hanging a show? This is it! Sitting the gallery will give you ample time to see the whole Instant Gallery Show while performing a necessary function by monitoring it. Taking down the show has its own excitement as people gather at the end. We will need a door monitor, people to help remove heavy work and release the work to its owner.

Please volunteer some time at a great place to meet everyone and be social, too.

Delivery of your piece:

So we can have time to mount a really terrific show, please deliver your piece as soon as you can after arrival! Someone will receive your work in the Instant Gallery room at the Cultural Arts Center.

Have ready to give the Instant Gallery personnel: your completed Instant Gallery Registration form, your one enameled piece and a small picture of yourself (can be cut from a larger photo) with your name on the back.

Wall pieces must be ready for hanging. Please bring any special display support that your piece needs.

**Please fill out the information on the back side of this flier and bring to the Instant Gallery with your piece.
It will be your registration, receipt and claim check**

For Your Display in the Instant Gallery – Bring:

1. Your enamel piece.
2. Information about your piece - so you can quickly and legibly fill out the display card or have someone help you. (Title, materials/technique, size, year made, Sale price or NSF.)
3. A wallet or smaller size picture (1" x 1-1/2") of yourself to be displayed with your work. We will have an instant camera to take your picture for display if you don't have one.
4. Completed Instant Gallery Registration form on back of this flier. (Please make a copy for yourself.)

Instant Gallery – 4 Registration

Registration will go quicker if you have this form filled out when you arrive.

Volunteer workers gratefully accepted! Work with & get to know some wonderful people! To volunteer early - email Kathy Bransford at (Bransfords@msn.com) or volunteer when you arrive.

I can help: Print Labels _____ Set-up _____ Sit the gallery _____ Take-down _____

Contact information.....

Artist's name _____
 Address _____
 City _____
 State _____ Zip _____ Country _____
 Day phone _____
 Evening phone _____
 email _____

Piece Identification....

Title of work _____
 Type _____ Size _____
 Technique/Materials _____
 Year made _____ Sale Price/NSF _____
 Artist Name _____
 US state or Country you are from _____

Where can we find you at conference?

pre-conference workshop _____
 Conference only _____
 post conference workshop _____

Information for signage.... You will be asked to print your own sign on the display form provided when you bring your piece to the Instant Gallery. Please print legibly. (Help can be requested.) This information will be displayed with your piece.

Disclaimer and Release

We will be as careful of your work as we are of our own. Society personnel will act as monitors during open hours. Door will be locked when closed. But, please know that The Enamelist Society and the Cultural Arts Center will not be responsible for theft or damage. Your signature releases both of them and holds them harmless and indemnified from any and all liability.

Signature _____ Date _____

For office use: _____

Piece Rec'd By _____ Date _____ Released by _____ Date _____

Piece Logged in by _____ Volunteer added to log _____

Sign done? _____ Artist's picture? Yes _____ No _____ IG # _____

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 Please leave attached until work is logged in.

**ARTIST'S RECEIPT AND CLAIM CHECK FOR WORK IN INSTANT GALLERY – 4**  
 Item to be returned at the end of the show August 26, 2007

Received Title \_\_\_\_\_ IG# \_\_\_\_\_

from Artist \_\_\_\_\_

Piece Rec'd By \_\_\_\_\_ Date \_\_\_\_\_ Released by \_\_\_\_\_ Date \_\_\_\_\_

This form will be used for identification of your piece and to return your piece to you.  
 You must show an initialed release to take your piece from the room.