



Dropping off artwork at the Artwork Network Showroom

Checklist and Policies

- ✓ Artwork must be identified *directly on the piece* with the following information:
 - Artist Name – Printed legibly in addition to your signature.
 - Title
 - Size
 - Year Created
 - *However, do not mark any pricing directly on the piece*
- ✓ Please fill out and sign the Showroom Inventory Form.
(You may also fill it out when you drop off your work. We will give you a copy for your records)
- ✓ Artwork must be dry
- ✓ Artwork must be securely wired or otherwise ready to hang with an approved hanging method. (We do not accept saw-tooth hangers, nor do we allow hanging systems that require screws.)
- ✓ Must include a digital image of the piece
(We highly prefer a high-quality or professional photographed reproduction of your work to have on file for those images you will have at our location but are not on our website. This is important in case a client is interested in a piece that is not currently on our website and it assists with our inventory tracking. We do offer photography services at a reduced rate for our members)

Artwork Network