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**Requirements:** Art must be completely dry. Wall and suspended art must have suitable means for hanging. NO SAWTOOTH HANGERS. Standing art must be stable. Set-up diagram must accompany multiple pieces and installation art. If hung in a business art rotation venue or the showroom, art must remain in place for the duration of the committed time frame. **Your name and title of work must be printed or attached to the back of the piece.** Also adding a signature, and year created is suggested.

**Drop-off & Pick-Up:** Work may be dropped off or picked up during office hours, Monday - Friday 10:00 a.m. to 5:00 p.m. and Saturday 12:00 p.m. to 4:00 p.m. It is recommended that you call ahead and make an appointment. Art on rotation may not be available for pick up until after rotation period at venue is complete. Exceptions to this policy are decided on a case by case basis, and we do require adequate notice. Artwork Network will notify you when art must be picked up. At its own discretion Artwork Network may donate or charge storage fees for any art that is not picked up within an reasonable time frame.

**Sales:** Artwork Network retains a 45% commission on sales (40% on sculpture). Artwork Network will collect payment and sales tax. Artwork Network is responsible for terms and finalization of any sales as well as arranging shipping or pick-up of the artwork. Artwork Network may discount any item up to 10% to facilitate a sale , and a larger discount with prior approval from artist/agent.

**Liability:** Artwork Network takes reasonable precautions to protect the premises and art, however, Artwork Network assumes no responsibility for damage to or loss of art due to theft, vandalism, or accident. The artist is responsible for his or her own insurance.

**Reproduction of Art:** Accepted art may be photographed for marketing or promotional purposes.