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ART LEAGUE OF GERMANTOWN  
"WinterGlow" 2017  
November 1 - 5, 2017  
**REGISTRATION FORM AND INVENTORY**

**Show Chair:** Laurie Hartman  
Questions? Contact: [lauriejan103@yahoo.com](mailto:lauriejan103@yahoo.com)

Please read the Prospectus first before you fill out this form.  
**There are three ways to register. Thank you!**

1. Turn in completed registration form with proper attachments (check, 3-D set-up photograph) on **October 4, 2017** at the ALOG meeting in person. Forms will be received from 6:15 – 7:00 p.m.
2. If you cannot attend the October meeting to turn in your forms, you may mail your form and registration fee postmarked no later than **October 4, 2017** (contact Laurie Hartman at [lauriejan103@yahoo.com](mailto:lauriejan103@yahoo.com) for address).

Last name only, in capital letters \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Cell \_\_\_\_\_ Evening \_\_\_\_\_

Email Address: \_\_\_\_\_

Your three letter initials for use in identifying your art sales. \_\_\_\_\_

I do not hold ALOG or BRCA responsible for damage or loss of artwork in the referenced show:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Entry Fees:** \$25.00 per artist

I would like to make a voluntary contribution of \$ \_\_\_\_\_ towards our show for additional expenses towards our opening and show promotions.

**HANGING 2D WALL ART**

ARTIST NAME: \_\_\_\_\_

Two-Dimensional Hanging Wall Art – Framed art, gallery wrapped canvas, or relief sculpture. Artwork not shown in previous ALOG shows is encouraged. Artwork is hung as space permits. Artists must provide a label for the BACK and FRONT of **each** work (labels provided on page 6)

**Kay Gallery:**

Up to 3 total pieces (combination of large and medium\* as follows:

- \* no more than 2 large pieces over 24 inches up to 42 inches including frame
- \* no more than 2 medium pieces over 12 inches wide up to 24 inches including frame

Up to 3 small pieces, 12 inches and under including frame

\* Large/medium pieces (over 12 inches up to 42 inches wide) – Up to 2 large and 1 medium, OR 1 large and 2 medium.

1. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

2. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

3. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

Up to 3 pieces under 12”

1. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

2. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

3. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

**UNFRAMED ITEMS FOR ART BINS**

ARTIST NAME: \_\_\_\_\_

Check one:  Provide my own bin     Share an ALOG bin

Artists may supply their own black canvas floor bin to display their work or submit 10 items for the ALOG shared bins. Artists must provide a label for the **BACK** of **each** work. Only ten unframed items will be shown at any one time (one print/photograph each) and all work must be included in the inventory artists provides at check-in. **NO FRAMED WORK.** Small works that can be displayed in a basket or in a small display rack may be listed in the 3-D Artwork section. Each must have a proper label attached to the back. (see page 6 for labels). No duplicate images.

1. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

2. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

3. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

4. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

5. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

6. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

7. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

8. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

9. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

10. Title: \_\_\_\_\_ Price: \_\_\_\_\_

Medium and Size: \_\_\_\_\_

**ARTIST CONTACT INFORMATION FOR 3-D**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Your three letter initials \_\_\_\_\_ Your unique letter or number \_\_\_\_\_

**NON-HANGING SCULPTURES:** To be placed on pedestals or at windows as space permits

Title: \_\_\_\_\_ Price: \_\_\_\_\_

Title: \_\_\_\_\_ Price: \_\_\_\_\_

Title: \_\_\_\_\_ Price: \_\_\_\_\_

**3-D Items for Tables and Notecards for Card Racks (one-of-a-kind):**

This category includes one-of-a-kind handmade items. Original work only. Duplicates or near duplicates may be displayed one at a time. Additional **inventoried** pieces may be stored below tables for restocking. Please indicate the type of item, quantity of each item, and price of each type or each item (i.e. Hand carved box, large, three, \$50.00 each). Make a tag for **EACH** item showing price, your inventory number and your three initials, and your unique identifying "letter or number." If you don't have one from the last show, you will receive one by email. Table space is extremely limited and not all items brought will be able to be displayed. The 3-D Team Leader/Show Chairperson will have final decision.

Type of Item (Describe briefly)	Quantity	Price
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

Add additional pages if needed. Please keep a copy for your records. A more detailed inventory list is required for each artist in order to be able to compare your list with those items sold.

## WORK SCHEDULE REFERENCE

**More information about shifts and volunteer responsibilities on the Volunteer Sign Up Genius.**

**Work Schedule:** Select two or three shifts, or choose one shift and a special needs duty (see prospectus for a list). Be sure to mark your calendar with your duty dates and times.

**How to Sign up:**

A link to Sign-up Genius will be sent out at least one month prior to the preceding the show. You must sign up on Sign-up Genius:

<http://www.signupgenius.com/go/10c0b4aa9a92da4fa7-winter>

or, alternatively, contact Laurie Hartman no later than October 15, 2017. Those not fulfilling the show work requirements will not be able to have their work included in the show.

**ALL SHOW PARTICIPANTS REQUIRMENTS:**

1. The Artist Reception: Sunday, November 5<sup>th</sup>, 2:00 - 4:00 pm.
2. Show Take Down: November 5<sup>th</sup>, 5:00 - 6:00 pm. **You must sign out with the Take Down Coordinator before leaving.**

**ENTRY CHECKLIST:** Please review list below to aid in a successful entry into the show

1. Entry qualifications met. \_\_\_\_
2. Delivery and pick-up dates checked and listed on your calendar. \_\_\_\_
3. All 2-D work properly framed/labeled. \_\_\_\_
4. All 3-D work properly labeled. \_\_\_\_
5. Inventory and registration forms properly and fully filled out. \_\_\_\_
6. 3-D artists attach a photo showing their set-up to go with the registration form. \_\_\_\_  
(Note: Photos are not required for artists that have attended one of the last two shows that have the same setup and type of artwork)
7. Check for entry fee attached to registration form made out to ALOG. \_\_\_\_
8. Registration form and fee filled-out and submitted \_\_\_\_
9. Work duty times selected and calendared. \_\_\_\_
10. Calendar marked to be at entire reception and entire takedown period. \_\_\_\_

**NOTE:** Please be sure to indicate retail value of all items, even those not for sale (NFS), on the inventory form. Works not accepted at check-in jurying may **not** be added to the show after the Monday take-in. No member may show work created by a non-member or by a member who is not registered to show. Additional work may **ONLY** be added during the show if it has been listed on the inventory form submitted prior to the show. Indicate work as TBA (to be announced) if artwork is unfinished at the time you fill out your registration form.