NBAL Artist Inventory Log Sheet

It is important to complete all sections below so you may be contacted with sales information, or questions about your artwork.
Please Print

NAME:		**PHONE:**	
ADDRESS:	**CITY:**	**STATE:**	**ZIP:**
E-MAIL:	**WEBSITE:**		
Do you have a bio in the Biography Notebook? Yes ☐ **No** ☐		**Business Cards on file? Yes** ☐ **No** ☐	

Please Read and Sign… I acknowledge that NBAL will take reasonable care of my works of art while they are displayed in NBAL Gallery but cannot assume responsibility for my works. NBAL will retain 25% of the sales price of any work sold. Please acknowledge this statement with your signature. **Signature of Artist: _____**

IMPORTANT NUMBERS:

- **150" of display area per artist:** 2D artwork measured from the outside edge *Height plus Width*, including frame. 3D artwork measured *Width plus Depth*, widest points from side to side and from the front to back, not the base but the edges of the work. Jewelry cases equal 79" of display area, leaving 41" of display area for second media. Half a case equals 47" of display area, leaving 73" for second media.
- **Gift Gallery:** artists allowed 5 pieces on the wall and 5 on the tabletops, measurements included in 150" display area.
- **Unmeasured Artwork:** 5 packets of cards in GG Baskets. 8 unframed works in the portfolio bins.
- **All artwork**: displayed for 3 months (90 days), removed and not displayed for 3 months before reentering the gallery.

Date Installed	**GG** or **#**	Title	Medium	**2D Height + Width =** **3D Width + Depth =** Total Inches	Price	**Date Sold or Removed**

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