

## Submission Checklist

- WORK IS FRAMED AND READY TO BE HUNG
- WORK IS PRICED WITH 25% ADDED
- HAVE BIO READY
- EVERY PIECE HAS A LABEL WITH PRICE, TITLE, ID#
- YOU ARE A MEMBER, OR WILL JOIN
- READY TO SIGN UP FOR 4 VOLUNTEER HOURS DURING SHOW
- HAVE BUSINESS CARDS/POSTCARDS TO BRING



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## Member Submission Information & Guidelines



Hamilton's Community  
Art Space & Gallery

## As a MAD Art Member, You Can

- **Display** your work with other high-quality original works of art and artisan crafts, in our Gallery Retail space.
- Enjoy **discounts** on classes and workshops given by other MAD Art members to enhance artistic and creative skills.
- Become a resource for collaboration with other artists and the creative local community.
- Enjoy **discounts** on gallery purchases.
- Come to MAD Art special events and Gallery Receptions.
- Ensure that a local community art space is available and expanding in the Greater Hamilton area.

## To Become a Member

You just need to fill out a membership form. We offer many membership choices including-

- Student/Senior 65+ \$25/year
- Individual \$50/year
- Single Show \$20/Per Show
- And More

See membership brochure for more info

You are asked to **Volunteer** 4 hrs to the gallery during each show

## Guidelines to Submit Work

We usually have 4-6 shows per year. Each show has a different theme or concept. As a member, you will receive emails and invites to all the "Call for artist" submissions.

- You can submit 1-5 pieces per show
- We accept any 2-D and 3-D work unless specified in the specific "Call to Artist" for the upcoming show
- These "**Call for Artist**" events will be at specific times and dates stated in the emails. If you cannot make these times, please contact us for other arrangements.
- Each piece must be priced to include a **25%** commission to MAD Art
- Every piece needs an **ID#** starting with your initials, i.e.- MD1 (For Mary Doe)
- Each piece should be **titled**
- Then label each piece with the price, ID# and title
- We ask you bring a short **bio** telling a little about yourself, your art, etc.
- An **inventory sheet** must be filled out when work is dropped off with **Exhibit Committee member**
- After the show is done, you will be contacted to pick up any work that isn't being displayed further
- No work is allowed to be picked up or dropped off during the run of the show unless known by an Exhibit Committee member

## Some Web/Promo Things to Note

- If you have a **website**, please note that on your inventory sheet so we can add your website link on MAD Art's website
- Please add MAD Art's website to your links page. Spread the word!
- If you don't have a website, but would like the opportunity to have one, we can offer you a single webpage for a small fee off of MAD Art's website. (See Cate for more information)
- If you have **business cards or postcards**, please bring them when you drop off work to be included on our media board.



For More Information  
Please visit  
[www.madartinc.org](http://www.madartinc.org)

Or contact us at-  
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