



| Title: | Medium: | Size (HxW): | Year: | Price: |
|-----------------|---------|-------------|-------|--------|
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| Ornament Title: | | | | |
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Name:

Member

Phone Number:

Non-Member

Email:

Drop-Off date:

Pick-Up date:

Signature: _____

Credit Card

Cash

Check #

Submission Fee: \$25/members; \$45/non-members for up to 3 pieces of 2D or 3D work

Submission Fee: \$15/members; \$25non-members for up to 5 ornaments

OPAL will take 20% on sales during the month of December

By signing below, you acknowledge that you have read and understood the submission guidelines on the back of this page, that you have provided all information necessary, and have paid for the submission fee.

Signature: _____

Exhibitor Guidelines:

- All artworks submitted to OPAL exhibitions must be brought to the Carriage House Gallery by the set deadline. Deadlines are listed on the individual call page. All submitted works must fit within the dimensions specified in the call for art.
- Artwork must also be presented suitably for hanging. **We will not accept framed work with sawtooth or string hangers.**
- If rewiring your work is necessary, OPAL will charge a \$20 fee that must be paid prior to the inclusion of the piece in the exhibition.
- Diptychs and triptychs that are joined together with hinges, wired assembly, in a frame or attached together will be considered as one piece of artwork. **All others are considered separate works of art.**
- The Carriage House Gallery is located at **720 Chicago Ave. Oak Park, IL 60302.** OPAL is not obligated to accept any submissions after the deadline specified in the call for art.
- OPAL staff may photograph your work and use it for promotional and social media purposes. We reserve the right to refuse to exhibit any artwork that we deem offensive or harmful to the general public and reserve the right to refuse to exhibit works of art with missing/illegible information on the submission form.
- We ask that all artworks submitted have been created within the last 3 years, and not been shown previously at OPAL.
- All artwork must remain on display until the completion of each show. **No exceptions.**

WHEN FILLING OUT THE ENTRY FORM:

- All information required about the work submitted must be provided, including year of completion (date), medium, size (HxW), title, and price. Your name and title of the work must appear somewhere on the back of your piece(s).
- All information included on the form must be accurate & legible.
- We require price information for insurance purposes. If you wish to keep your price undisclosed, please write POR (Price On Request) next to the price, and POR will appear on the label. OPAL does accept work that is NFS (not for sale).
- Please include your printed name and the title of the piece on the back of your artwork.
- You must sign your form. This acknowledges that you have read, understand and agree to OPAL's submission guidelines.

Art Pickup

OPAL DOES NOT HAVE STORAGE SPACE FOR ART.

All artwork must be picked up by the date specified in the call for art. You will also receive a reminder email when the pick up date is approaching. If you cannot arrange pickup by the specified date, please call to setup temporary storage for your piece.

Artwork left behind past the deadline date without previous arrangement will be subject to a storage fee of \$50 per piece. Any artwork left at OPAL for more than **3 months** will be assumed to be the property of the Oak Park Art League.

Art Sales

All sales of artwork will be processed by OPAL. Art work must remain on display for the duration of the exhibition. OPAL will take 35% of all sales in the gallery, less otherwise noted in the call. Artists will receive 65% of the sale in the form of a check after the exhibition concludes and all transactions have been accounted for.

Processing a sale of an artwork on display without involving OPAL may result in termination of membership, and/or being excluded from submitting artwork to future OPAL exhibitions.