



Venue Form for

Benedictine University Throw Down

The following information should be placed on the back of each piece.

- Name, phone number, title, medium, price
 - Each piece must be properly prepared for hanging with wire, no alligator clips etc.
 - Complete the form below on both sides so you will have a copy.
 - Provide a tag for each piece.
 - Wait to be checked in and out.
 - Rollover not permitted without Venue Chairperson permission.
- *If you sell a piece of artwork you MUST contact the Venue Chairperson.

Print Name _____

Phone _____

Email _____

#1. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

#2. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

#3. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

#4. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

Originality and Hold Harmless statement:
 I understand that all state and city taxes (including appropriate licenses) the responsibility of the exhibiting artist. All submissions are my **original creation**. I own all rights. I will hold the MAL and venue harmless of any and all liabilities, damages or injuries to me that may occur during this exhibit.

Artist _____

Chairperson _____

Drop off Date _____

Pick-up Date _____



Venue Form for

Benedictine University Throw Down

The following information should be placed on the back of each piece.

- Name, phone number, title, medium, price
 - Each piece must be properly prepared for hanging with wire, no alligator clips etc.
 - Complete the form below on both sides so you will have a copy.
 - Provide a tag for each piece.
 - Wait to be checked in and out.
 - Rollover not permitted without Venue Chairperson permission.
- *If you sell a piece of artwork you MUST contact the Venue Chairperson.

Print Name _____

Phone _____

Email _____

#1. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

#2. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

#3. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

#4. Title _____
 Size _____ Medium _____
 Price _____ IN OUT

Originality and Hold Harmless statement:
 I understand that all state and city taxes (including appropriate licenses) the responsibility of the exhibiting artist. All submissions are my **original creation**. I own all rights. I will hold the MAL and venue harmless of any and all liabilities, damages or injuries to me that may occur during this exhibit.

Artist _____

Chairperson _____

Drop off Date _____

Pick-up Date _____