

## Entry Procedure

- ♦Emailed entries must contain the artist's first and last name in the subject line.
- ♦The image file name(s) should include artist's first name, middle initial, last name and the title of the artwork as listed on the entry form.
- ♦Digital images are to be submitted by email or on a CD as high resolution JPEG files with a maximum size of 1.5MB and 300dpi.
- ♦If mailing a CD, it must be labeled with the artist's name, contact information, and email address.
- ♦Entries postmarked or emailed after January 13, 2020 will not be accepted.

## Sales

All works submitted **must be for sale at the price indicated on the entry form**. No changes in price, medium or dimensions nor substitution of art can be made after entry. **TCH will not make any changes to the information provided after entries are received.** The Community House Foundation, a nonprofit organization, retains a 35% sales commission.

## Presentation

All two-dimensional pieces must be **framed and ready for hanging with a wire or hook, and may not exceed 48" in width including frame**. The jurors reserve the right to remove any artwork not accurately represented by submitted digital images. To ensure quality and clarity, images of entries are projected on a large screen for the jury. We recommend art not be under glass when being photographed.

## Liability and Insurance

Entries will be handled with all possible care. The Community House and The Community House Foundation will not be responsible for loss or damage from any cause while works are in our possession or in transit.

## Eligibility

This all-media show and sale is open to all Michigan artists 18 years and older. Artists may submit a maximum of 3 works of art, with the exception of jewelry, where 5 pieces may be submitted. **Submissions may NOT have been shown in any previous OUR TOWN show. Submissions may not be removed for the duration of the show.**

## Delivery and Pick-Up

The arrangement of any shipping and shipping costs, including insurance or liability for damage, is the responsibility of the artist. Art not picked up by noon on Sunday, April 5, 2020 becomes the property of The Community House.

### — Important Dates —

#### ♦Monday, January 13♦

Deadline for OUR TOWN entries

#### ♦Monday, February 17♦

Artists notified by e-mail of jury action.  
If no email is provided, artists will be notified by mail.

#### ♦Monday, March 2 ♦

Deadline for return of accepted artists' paperwork

#### ♦Sunday, March 29♦

Receive hand-delivered art 9am-Noon

#### ♦Thursday, April 2♦

Opening Night Party from 6:00pm-9:00pm

#### ♦Friday & Saturday, April 3 & 4♦

Show open to the public (free admission)

#### ♦Sunday, April 5♦

Art picked up by buyers and artists  
between 9:00am-Noon

## Call for Entries



The OUR TOWN Art Show & Sale was founded in 1986 to showcase the work of Michigan artists and raise funds for The Community House as a center for culture and fine arts.

**OUR TOWN Opening Night Party**  
April 2, 2020

**OUR TOWN Art Show & Sale**  
April 3 & 4, 2020

**OUR TOWN 2020 Jurors**  
Barbara Heller  
Laurie Tennent

# 2020 OUR TOWN Art Show & Sale Entry Form

Entry Check List:  Completed entry form (keep a copy for your records)

\$39 non-refundable entry fee payable to The Community House Foundation  JPEG files of 3 works of art or 5 pieces of jewelry

Submit all of the above **by January 13** to:

**MAIL: OUR TOWN, The Community House Foundation, 380 South Bates, Suite 223, Birmingham, MI 48009**

**ONLINE: [www.communityhouse.com/our-town-entries](http://www.communityhouse.com/our-town-entries)**

**EMAIL IMAGES: [callforentries@communityhouse.com](mailto:callforentries@communityhouse.com)**

Name \_\_\_\_\_

(First Name)

(Middle Initial)

(Last Name - if name is hyphenated, please indicate)

Artist Name \_\_\_\_\_

(Name/DBA you want posted with your artwork, during the show/sale)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Payment:  Check  Paid Online  Credit card # \_\_\_\_\_ Credit Card Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

For press releases, what is the name of your hometown newspaper: \_\_\_\_\_

Send images as **high resolution JPEG attachments**. Please **do not** insert your photos in the body of your email.

They can become embedded and inaccessible. If your images are large files, you can submit them in separate emails or mail them on a CD.

**Images sent via:**  Email (date sent)  CD (labeled with name, contact info & email)  Hand Delivery

	Title	Medium (check all that apply)	Material and Technique (i.e. watercolor, oil on canvas, acrylic on panel, etching, digital, giclee, marble, bronze, wood, etc.)	Height Measurements include frame	Width	Depth	Price
1		<input type="checkbox"/> Sculpture <input type="checkbox"/> Painting <input type="checkbox"/> Fiber <input type="checkbox"/> Drawing <input type="checkbox"/> Photograph <input type="checkbox"/> Print <input type="checkbox"/> Jewelry <input type="checkbox"/> Mixed Media <input type="checkbox"/> Other					
2		<input type="checkbox"/> Sculpture <input type="checkbox"/> Painting <input type="checkbox"/> F Fiber <input type="checkbox"/> Drawing <input type="checkbox"/> P Photograph <input type="checkbox"/> P Print <input type="checkbox"/> Jewelry <input type="checkbox"/> Mixed Media <input type="checkbox"/> Other					
3		<input type="checkbox"/> Sculpture <input type="checkbox"/> Painting <input type="checkbox"/> Fiber <input type="checkbox"/> Drawing <input type="checkbox"/> Photograph <input type="checkbox"/> Print <input type="checkbox"/> Jewelry <input type="checkbox"/> Mixed Media <input type="checkbox"/> Other					
4	Additional Jewelry Only (up to 5 pieces in total)	<input type="checkbox"/> Sculpture <input type="checkbox"/> Painting <input type="checkbox"/> Fiber <input type="checkbox"/> Drawing <input type="checkbox"/> Photograph <input type="checkbox"/> Print <input type="checkbox"/> Jewelry <input type="checkbox"/> Mixed Media <input type="checkbox"/> Other					
5	Additional Jewelry Only (up to 5 pieces in total)	<input type="checkbox"/> Sculpture <input type="checkbox"/> Painting <input type="checkbox"/> Fiber <input type="checkbox"/> Drawing <input type="checkbox"/> Photograph <input type="checkbox"/> Print <input type="checkbox"/> Jewelry <input type="checkbox"/> Mixed Media <input type="checkbox"/> Other					

Submission to the OUR TOWN Art Show & Sale shall constitute an agreement to comply with all conditions set forth in this entry form. By signing below, you agree to the following: I have read and understand the terms and conditions of my entry, and I waive any claim against The Community House (TCH) and/or The Community House Foundation (TCHF) of any loss or damage that may occur. I give permission to TCH and/or TCHF to use photos of my work for event catalog, educational and publicity purposes. I understand that no changes in pricing or art substitution can be made once entry is received by TCH/TCHF.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_