



Metal Arts Guild & ACCI Gallery
2009 Urban Renaissance Exhibition
Inventory Form
 Exhibition: 9000 MAG

Please return this Form by October 30, 2009 to ACCI 1652 Shattuck Ave Berkeley, CA 94709-1631 (510) 843-2527 or by email, info@accigallery.com Please clearly indicate: "RE: Urban Ren**" whether you mail or email. Please make a copy for your records. Even if you have to make changes later, it helps us to input the basic data in advance.**

REMEMBER: Also enclose a copy of Inventory form and Labels form with your artwork when you submit it !!

Date:

Artist Name:	
Email:	
Phone:	

INSTRUCTIONS:

- Please complete the inventory form using only one box for each piece. List your title(s) and description(s) as you want them to appear on all supporting material. Artwork maximum dimensions are 18x18". A small coherent series is acceptable. Please ask in advance if you have any questions.
- Enter the retail price of each artwork. ACCI Gallery will retain a 50% commission; work will be insured while in the gallery for your portion. All artists are responsible for insuring their work in transit.

Mo. Code	Item #	Title & Brief Description	Retail Price	Office Use
			\$	
			\$	
			\$	
			\$	



Metal Arts Guild & ACCI Gallery
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Inventory Labels Form

Name:			
Title:			
Dimensions:		Year:	
Materials:			
Number	Month Code	Item #	Retail Price
			\$

Name:			
Title:			
Dimensions:		Year:	
Materials:			
Number	Month Code	Item #	Retail Price
			\$

If you are EMAILING, please:

Always include "Urban Ren" in the subject line.
(Example: Urban Ren: whatever topic]

Save this Inventory Form Microsoft Word file as *YourLastNameYourFirstNameInventory.doc*
(Example: AntlemanAlisonInventory.doc)

Email completed form to info@accigallery.com no later than **Friday October 30**.
Include the file name in the Subject of email: *YourLastNameYourFirstNameInventory.doc*
If you need to revise later, email as *YourLastNameYourFirstNameInventory2.doc [or 3,4...]*

Save this Labels Form Microsoft Word file as *YourLastNameYourFirstNameLabels.doc*
(Example: AntlemanAlisonLabels.doc)

Email completed form to info@accigallery.com no later than Friday **October 30**.
Include the file name in the Subject of email: *YourLastNameYourFirstNameLabels.doc*
If you need to revise later, email as *YourLastNameYourFirstNameLables2.doc [or 3,4...]*