

Artwork Submission Guidelines
8th Annual PONCHO Invitational Fine Art Auction

Please donate work which accurately reflects your strengths and talents as an artist.

1. **DUE DATE:** All donated work, images and forms must be received by **Tuesday, June 30, 2009** to ensure inclusion in the panel review, gallery show, and catalog. You may drop off items:

Now through Friday, June 26 Mon - Fri: 10:00 AM to 5:00 PM <i>at our downtown Seattle office</i> 603 Stewart St, Suite #717, Seattle, WA 98101	OR	Saturday, June 27 - Tuesday, June 30 Noon to 6:00 PM <i>at our south Seattle warehouse (with parking)</i> 2915 4th Ave South, Seattle, WA 98134
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 2. **DONATION FORM & ARTIST INFO:** A completed Donation Form must accompany your donation. You may attach a separate sheet for your artist bio. Artists are encouraged to provide information and materials on themselves and/or their art in order to promote their work further to the purchasing patron. Artist information should be placed in one envelope and packed *inside* the box with your artwork.
 3. **IMAGE:** An image of the artwork is required. Digital photos (300 DPI or higher resolution and 4"x 6" size) are preferred. Images may be submitted on CD or e-mailed to auctiondonations@poncho.org. Slides and photos are also accepted although color quality and accuracy cannot be guaranteed.
 4. **ARTWORK:**
 - a. **2D** pieces must be under 5' x 5', and **framed or ready to hang** with the proper wire or hanging apparatus for the artwork.
 - b. **3D** work must be complete with any needed installation hardware.
 - c. **ALL OTHER WORK:** Please contact PONCHO regarding the specific requirements for your donation.
 5. **PACKAGING:** Two labels are provided below for your work. Please fill out **both** labels and place one *inside* the package with your work and tape one to the *outside* of your package. When packaging your artwork, please consider that it will be unpackaged, transported and repackaged several times. To keep artwork safe during transportation please use the following packing suggestions:
 - a. **Glass** items should be wrapped in bubble wrap, preferably closed with blue painter's tape. This is the easiest to remove without tearing the bubble wrap or damaging the artwork.
 - b. **All 3D work** should come in a box that can accommodate the art and close completely without touching the artwork. Please allow three inches between the artwork and the box wall. If the art weighs more than 25 pounds, please consider using a wooden crate.
 - c. **All 2D work** should be wrapped to protect it from damage.
 - d. **Jewelry** should be in a display box or protective packaging.
- **ARTIST ALLOCATIONS:** Donated artwork must have a fair market value of \$300 or more. Artists may choose to receive 10% of the sale price of their piece if it sells at or below the stated value, or 20% if it sells for more than the stated value. Artist checks will be sent within 60 days of the auction.
 - **LIVE/SILENT REVIEW:** Donated work will be reviewed by a panel of artists to determine selection and placement in the silent and live auctions. There is no guarantee that all donations will be included in the IFA Auction.
 - **UNSOLD WORK:** Should a donated item not sell at the IFA Auction or be returned by the review panel, artists can either request their donated item be returned or used in future fundraising events. *Art being returned to a donor must be reclaimed within a period of six months from time of notification. If a donated item is not claimed during this time, the donation becomes the property of PONCHO, who reserves the right to use in future auctions as fundraising tool, or to donate the work to another charitable organization.*

For questions, please contact Anastasia Kotar at 206-623-6233, ext. 205 or anastasia@poncho.org

Artist Donation Checklist

8th Annual PONCHO Invitational Fine Art Auction

- Completed Donation Form

- Artwork Image
 - enclosed
 - or —
 - e-mailed to **auctiondonations@poncho.org** by June 30

- Artwork Labels

- Artist Information in one envelope (optional)

8th Annual PONCHO Invitational Fine Art Auction

Artist Name: _____

Artwork Title: _____

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Artist Name: _____

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