



THE *Spider*
GALLERY

Intake Form

* Artist Name:

* Artwork Title:

Translation (if in Cherokee):

* Medium:

* Dimensions (Length x Width x Height):

* Year Completed:

* Detailed description of artwork:

Motivation behind artwork:

* Sale Price:

Intake Agreement

1. Sales of all artwork through The Spider Gallery will be subject to a **30% commission fee**.
2. Artists will be paid in approximately three (3) weeks following the completion of the artwork sale.
3. All artwork must be ready for presentation. No unfinished edges on canvases, all two-dimensional work must be matted and framed. Installation pieces must be approved by the Cherokee Cultural Specialist.
4. Artwork will be displayed in the Gallery based on medium, dimensions and overall integration with the other works on display as determined by staff. Artwork will be photographed and displayed on the Gallery website.
5. It is the artist's responsibility to pay taxes on any income generated by the sale of work. A W-9 form will be provided by the Cherokee Arts Center. This should be completed and provided once artwork is accepted in the Gallery. A 1099 form will be mailed to each artist after the close of each calendar year.
6. If you plan to remove artwork from the Gallery, management must be notified at least 5 days in advance. You must complete an "Out Take" form prior to removing any artwork.
7. If you decide to return the item to The Spider Gallery, a new "Intake Form" will be required. Intake forms must be completed for each item.

By signing this Agreement, the artist expressly acknowledges they have carefully read and fully understand all terms:

Signature of Artist	Date
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Intake Staff Name:		Date	
STAFF ONLY: Vendor #:		UPC #:	