



# Rhode Island Center for Photographic Arts

## Entry Form & Loan Agreement NOV 18 - Jan 10

### Open Member's Exhibition & Sale (Membership Required)

Open Entry \$25 for Community Members Free for Exhibiting Members  
 Entry Deadline November 10th via email to [gallery@riphotocenter.org](mailto:gallery@riphotocenter.org)  
 Delivery of accepted work Nov. 13th, or by appointment Opening  
 Reception Nov. 18th 5:00 - 8:00 pm part of Gallery Night Providence

**Email entry to:** [gallery@riphotocenter.org](mailto:gallery@riphotocenter.org) **Image(s)** at 1920 pixels on long side saved as JPG, high quality, sRGB color space, **File Naming:** First initial, last Name, Artwork # and/or Title  
 Please feel free to attach your resume, artist statement to promote the exhibition.

Artist information required (Please fill all fields):

<b>First name</b>	<b>Last name</b>	
<b>City</b>	<b>State or province</b>	<b>Zip or postal code</b>
<b>Country</b>	<b>Email address</b>	<b>Website:</b>
Facebook @	Twitter @	Instagram @
<b>Artwork #1 Title</b>		
Year created	Framed size W x H in inches	Price in \$USD
<b>Artwork #2 Title</b>		
Year created	Framed size W x H in inches	Price in \$USD
<b>Artwork #3 Title</b>		
Year created	Framed size W x H in inches	Price in \$USD

Signature: Sign hard copy to accept terms and conditions, or, check box and type in your name to "sign" and email to RICPA

---

## Delivery of Artwork

Artwork can be hand delivered to the gallery November 13 or 18th from Noon to 6pm.

Shipped artwork to arrive before November 15 at 4pm.

## Exhibit Guidelines

All work submitted for exhibition must be labeled on the back with your name and the title of your submission. We expect all work to be printed and framed professionally, wired with D-rings and ready to hang. We recognize that some work is non-traditional and incorporates the framing as an integral part of the presentation. Prints on aluminum, wood, or other alternative material are acceptable. The maximum height and/or width including the frame must not exceed 48 inches.

Work must be wired and ready to hang. Do not use Sawtooth hangers or Exposed Glass Edges.

## Commission and Sales Tax

RICPA retains a 40% commission on sales (artist receives 60%). Commission for RICPA Supporting & Exhibiting members is 20% of retail sale (artist receives 80%). Artists are paid for sales the week after exhibits close.

The sale of signed, original, limited edition artwork in the state of Rhode Island is sales tax free.

## Legal Agreement

- RICPA will exercise all reasonable care in handling your entries, but will not assume any liability for loss or damage while in the RICPA's possession or during shipping. Work may be independently insured by the artist. We strongly recommend you insure your packages being shipped.
- Participant's Waiver: Submission of work automatically waives any claim for damage or loss against RICPA, including the officers, members and employees.
  - Copyright: Each artist retains all copyrights to their own images. Artist's recognition is provided with any use.
  - Usage Rights: By submitting images you are giving RICPA the right to use the images for the purpose of marketing the exhibition and for reproduction online. Artists grant the use of their image(s) as stated without further contact or compensation. Artist's recognition is provided with any use. Submitting artists will be added to RICPA's email subscriber list. They may opt out using a link on each email at any time.
  - RICPA reserves the right to adjust any deadline(s) as the result of causes beyond its immediate control.
  - Your signature indicates acknowledgment of all terms and conditions.  
Signature: \_\_\_\_\_  
email questions to: [gallery@riphotocenter.org](mailto:gallery@riphotocenter.org), or call (401) 400-2542.