

Artist Submission Sheet – Prints & Cards - UPDATED OCT. 13

Please complete this checklist and bring with you during Intake on Wednesday Nov. 4. All items must meet preparation standards to ensure accurate tracking, professional presentation, and smooth sales processing during the show or they will not be accepted.

There is no submission fee. All sales are subject to 15% commission fee.

NO MORE THAN 10 CARDS/PACKAGES OR COMBINATION OF BOTH WILL BE ACCEPTED

ONLY 10 PRINTS WILL BE ACCEPTED

For CARDS: Options: 10 individual cards - include envelopes packed neatly in plastic Sleeves (crystal clear bags)

OR

10 packages with multiple cards in each package. (inserted in plastic sleeves or secured together using ribbon)

OR

A combination not exceeding 10. (i.e. 6 individual cards + 4 packs of Multiples)

Examples of POSSIBLE Package combos:

i.e. Package # 1 = pack 4 cards into one plastic sleeve for \$20. Not to be sold separately.

2 = pack of 2 cards for \$10, ETC. (NOT EXCEEDING 10 Units/SALES)

Artist Name:	
Email:	
Phone:	
Date Submitted:	Nov 4, 2026 3 pm – 6pm

■ PRINTS must be placed in protective plastic sleeves **with backing board** (crystal clear bags)

■ PLACE ALL CARDS INTO A ZIPLOCK BAG

ALL PRICES MUST BE IN INCREMENTS OF \$5.00 ONLY

i.e. 2 for \$10; 2 for \$15; 3 for \$30

■ Each item/CARD PKG. has a label on the BACK with Artist Name, Title, and Retail Price.

I.E. **EMILY CARR** (_#_____), **BIG RAVEN, \$15** (LEAVE A SPACE AFTER YOUR NAME

FOR ADMIN. ONLY. AN IDENTIFICATION NUMBER WILL BE ASSIGNED AT INTAKE) ■

Quantities have been counted and bundled (cards grouped in stacks where possible).

■ Retail prices are finalized and will not change during the exhibition.

■ Submission quantities match the intake inventory form.

ENSURE THAT YOU FULLY COMPLETE CHARTS ON THE REVERSE SIDE OF THIS FORM.

Turn this form in with your Prints and Cards on Wed. Nov. 4 at the P&C Table

CARDS CHART:

Artist's Name: _____

CODE # Admin ONLY	TITLE	Qty. Submitted NO MORE THAN 10 TOTAL	Retail Price INCREMENT OF \$ 5.00

PRINTS CHART:

CODE # Admin ONLY	TITLE	Qty. Submitted NO MORE THAN 10 TOTAL	Retail Price INCREMENT OF \$ 5.00

Artist's Signature: _____

Organizer Verification: _____