

INVENTORY ID (Your three initials. Use X if you have no middle name)

	MEMBER NAME		PHONE NUMBER				
TITLE/NAME OF PIECE	DESCRIPTION/DIMENSIONS	QUANTITY	RETAIL CODE	PRICE	DATE IN	DATE(s) OUT	SOLD?
	•	•				•	•

Please read all the instructions.

- Up to 10 Pieces per artist will be allowed in the gallery based on membership date. This applies to all media except cards.
- Up to 10 identical items (cards) may use the same inventory code.
- Please label each piece with an inventory code and price. The inventory code is your 3 initials plus a 3-digit number (Take in for July would be 701, 702, 703, etc.) Please label each piece in a place that can be viewed by the public, preferable the side (e.g., not on the front or back of a painting).
- All work is to be placed in the back maker space for inspection and display/installation by the gallery committee. *Please do not display or rearrange your own work.*
- Volunteers in the gallery may make display suggestions but it is the responsibility of the gallery committee to display new works. We are professionalizing the look of the gallery; therefore PLEASE do not rearrange the displays. Thank you for your understanding.
- If you need to remove pieces for another purpose, please make sure that you mark your inventory sheet with the "date out" so that we know you have removed it.
- You must accept to the Artist Agreement on your online membership profile.

SIGNATURES: ARTIST:	(By signing this document I accept the current Artist Agreement and Display Rules of Salem Arts Association)
SALEM ARTS REPRESENTATIVE:	