

# Uptown Gallery

## FRABLE GALLERY RESERVATION FORM

I, \_\_\_\_\_, the exhibitor, and I, \_\_\_\_\_, \_\_\_\_\_, co-exhibitor, wish to reserve the Frable Gallery for the show period of \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_. (Use both blanks for two exhibitors; for one exhibitor, ignore second blank.)

A deposit of **\$25.00** accompanies this form to serve as a deposit; it will be applied to the rental fee of \$\_\_\_\_\_. Your reservation will **not be valid until this signed form and the deposit have been received**. A copy of this form will be returned to you to confirm your reservation.

If for any reason it should be necessary to cancel this reservation, the \$25.00 deposit will be refunded **provided 60 days notice** is given prior to the show date. The deposit fee will be forfeit if less than 60 days' notice is given. Uptown Gallery reserves the right to select replacement artists in the event of cancellation.

Uptown Gallery will **receive a 30% commission** on any of your works sold as a result of this exhibit. (20% commission for Uptown members). **Artists exhibit at their own risk**. Uptown Gallery is not responsible for damage, theft or loss of work.

The artist agrees to provide, **one month prior** to the beginning of the show, publicity information consisting of a brief write-up of his/her exhibit and digital images of two of the works to be exhibited. The images must be in JPEG format (between 500 KB and 1.5 MB each) and must be sent to the Publicity Chair via e-mail or CD/DVD. Publicity Chair: Kathy Miller (804) 353-3319 kwatercolors@att.net

1. _____ (Gallery Representative's Signature)	_____ (Date)	
2. _____ (Date Deposit Received)	Check # _____ / Cash _____ (Invoice #?)	Credit Card _____ (Visa/MC/Invoice #?)
3. _____ (First Exhibitor's Signature)	_____ (Date)	
_____ (First Exhibitor's E-Mail Address)	_____ (First Exhibitor's Phone #)	
4. _____ (2 <sup>nd</sup> Exhibitor's Signature-if applicable)	_____ (Date)	
_____ (Second Exhibitor's E-Mail Address)	_____ (2 <sup>nd</sup> Exhibitor's Phone #)	