



P.O. Box 188, Main Street
Rensselaerville, NY 12147-0188
Phone: 518.797.3949 / Fax: 518.797.5211

Art Auction Donation Form

Artist/Donor Name _____

Donor/Artist's Address _____

City _____ State _____ ZIP _____

Phone _____ E-mail _____

Title/Description of Work _____

Medium _____ Retail Value \$ _____ Size (HxWxD) _____

Biographical Information (please attached a separate sheet, or write on back)

Artwork should be framed or presentable for display. Please drop off or mail your artwork to:
The Rensselaerville Library (at the above address)
ATTN: Art Auction Committee

Deadline: August 1, 2010 (please return art auction donation form by July 1st)

- Yes. I would like to receive my artwork back if it does not sell. By checking this box, I understand that I will be responsible for picking up my artwork from The Rensselaerville Library (TRL) no later than one month following the event. I also understand that if I do not pick up my artwork or do not make special arrangements with TRL, my artwork will become the property of TRL. I understand that reasonable 'wear and tear' may occur in storing and transporting my artwork to and from the event venue. _____ (initial)
- No. I do not want my artwork back if not sold. I understand that the artwork will become the property of The Rensselaerville Library and can be sold, used at future fundraisers, etc. _____ (initial)

If no box is checked, TRL will retain all proceeds and my artwork will not be returned if it does not sell.

Disclaimer: I understand that work submitted will be viewed by a selection committee, and there is a possibility that pieces may not be used for the auction. I also understand that if my work is accepted, it will be displayed and presented for sale in an auction format. The selection committee will also set the minimum bid. Pictures of my art and/or my name may be used for publicity purposes.

Donor's Signature _____ Date _____

For Office Use Only
Catalog/Item Number _____ Return Artwork if Unsold Yes NO

The Rensselaerville Library Art Auction ~ Saturday, September 4, 2010

When is the deadline for submission of art work?

The deadline for submission is August 1, 2010 (please return donation forms by July 1st). To ensure participation as well as possible press, art donations must be received at The Rensselaerville Library on or before August 1, 2010.

Where should my artwork be sent/delivered?

Artwork must be delivered to The Rensselaerville Library; Main Street, P.O. Box 188; Rensselaerville, NY 12147

Do I need to have my work framed?

All donated artwork must be ready to display.

What if my artwork does not sell at the event?

In the event that a piece of art does not secure its minimum bid, it will either become property of the Library or returned to the artist (check appropriate box on art donation form). The artist must pick up their unsold artwork (or make special arrangements) no later than one month following the event.

Who do I contact with questions?

Please contact The Rensselaerville Library at 518-797-3949 or e-mail rvl1@uhls.lib.ny.us