



2024 CoMA All Members Show Submission Form
“Metalsmiths Unveiled: Crafting Meaning in Metal”

Opening Reception: Saturday July 20th, 6- 8 pm

Show dates: July 20th to August 19th

Host Gallery: DAVA

Please email the following information by [July 8th](#) to Viviane Le Courtois, Gallery Manager at gallery@davarts.org – a digital copy is required.

- Inventory form/contract with prices or /and value as a word doc. or pdf.
- Artist statement or process description and short bio. A single general statement per artist is fine as long as the inspiration or story behind the collection/ piece is addressed. Try to keep this to no more than 1 page double spaced to be printed.
- 1 to 3 jpg photos of your work or process photos that can be used for social media posts and or/ a slide show of processes in the gallery.

Items must be **RECEIVED** by noon on [July 10, 2024](#) if you are mailing or dropping off. The preferred drop off days are: Tuesday July 9th between 9 am to 5 pm and Wednesday July 10th between 9 am and noon. For other days and time, please contact the gallery directly. **Other arrangements can be made for earlier drop offs by contacting gallery@davarts.org.**

The gallery will retain a 30% commission on all work sold. A W9 will be required for any artist who sell \$600 or more. Works do not have to be for sale. DAVA is an educational non-profit art center.

Drop off or mail work directly to the Gallery, with a printed inventory sheet.

Viviane Le Courtois, DAVA, 1405 Florence Street, Aurora, CO 80010

Email: gallery@davarts.org

DAVA Website: davarts.org
Cell phone: 303 526 8064
Telephone: 303-367-5886 (DAVA land-line)

ARTIST WORKS LIST AND AGREEMENT:

Name of artist (s) for labels:

Name of artist business (for sales/checks) if different:

Website:

Social media:

Cell phone number:

e-mail:

Mailing address (if a check needs to be mailed):

1-Title of piece:

Materials/Description of process:

Dimensions (include chain length/circumference, ring size):

Retail price if for sale:

Value (if not for sale):

Year created:

2- Title of piece:

Materials/Description of process:

Dimensions (include chain length/circumference, ring size):

Retail price if for sale:

Value (if not for sale):

Year created:

3-Title of piece:

Materials/Description of process:

Dimensions (include chain length/circumference, ring size):

Retail price if for sale:

Value (if not for sale):

Year created:

(please cut and paste for more items)

Each artist **is required** to provide a statement alongside their work. Please explain the personal narrative, inspiration, emotions, and/or life experiences that inspired your work. A SINGLE general statement of no longer than 300 words can be given OR, each piece can have a separate statement of 100 words each.

Please attach an artist statement or process description **and** a short bio

(1 page max per artist). Please use word or pdf as an attachment.

Email statement, bio and form by to gallery@davarts.org by July 8th.

*Additional comments to be included on labels or hanging/ art handling specifications:

Condition report of artworks when arriving at the gallery:

Good (circle if no comments)

Comments:

Please read and sign below:

-DAVA takes 30% on all sales from artists' works

-All checks for the portion of sold artworks are sent to the artists within 2-4 weeks after the end of the show. Please write an address and artist name and business name for checks where checks can be sent to above. A W9 must be filled if sales are over \$600.

-DAVA is not responsible for artworks damaged during transportation to and from the gallery or for works falling apart due to poor construction or lack of hanging hardware.

-Make sure artwork can be hung properly. D-rings (with no wire) are preferred for framed works ease of installation. Please hang your d-rings at the same distance from the top on each side

(measure exactly twice). Black, White or wooden frames and white or black mats are preferred for show uniformity.

- DAVA has many white pedestals for 3D work as well as technology to present videos or slide shows to show process. If you need advice on how to present your work and make it ready to hang, please contact gallery@davarts.org

-Artworks must be picked up by artist in person at the end of the show for local artists. If you are not able to come in person please let us know the name of the person who will come instead of you in advance at gallery@davarts.org. DAVA does not cover shipping cost. If you are shipping your work, please send your tracking number to the gallery. If you need us to ship your work back, please either include a return shipping label in your box or email a label to gallery@davarts.org. Works will be mailed/shipped back within a week after the end of the show. If you are unable to come on the set drop off or pick up days please make other arrangement to drop with preferred drop off days and times by email.

The artworks must be picked up the week after the show ends if possible as we have very limited storage. An email reminder is sent the last week of the show. For this show the best **pick up days will be Tuesday August 20th from 9 am to 5 pm or Wednesday August 21st from 9 am to noon**. Please pick up all work at the latest by August 30th or make shipping arrangement with the gallery.

Signed by artist: -----

Artwork received by: ----- (Viviane Le Courtois or DAVA staff).

Artwork picked up by: ----- (Artist or representative of artist)