



# Gift Shop: Submission & Evaluation Form

(Artist keeps yellow copy & must be, or become, an NAA member at submission)

■ Current NAA Member? \_\_\_\_\_ Please fill out ALL this information, onto this form, EACH time.

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ e-Mail: \_\_\_\_\_ Your Gift Shop #: \_\_\_\_\_

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail Price: \$ \_\_\_\_\_ .00

Name of Item: \_\_\_\_\_ Item #: \_\_\_\_\_ Medium: \_\_\_\_\_ Retail Price: \$ \_\_\_\_\_ .00

**Please keep track of each item name/number. Each replacement or repeat item must be given a fresh number.**

**INSURANCE & ARTIST'S RESPONSIBILITY:**

Accepted works will be handled with all possible care. NAA provides insurance up to 65% of retail value declared by the artist from the day of receipt of the artwork to the final scheduled pick up of artwork not accepted, work accepted, or delivery of, and payment for, work sold to a buyer. The artist bears all responsibility for loss of, or damage to, work not picked up by the end of the scheduled pick up period. Artists will be charged a \$20 late fee for work left beyond the pick up period, unless prior arrangements are made with the office. Please provide notification in advance if someone else is picking-up for the artist. Submission of an entry constitutes agreement with all the terms of these shows. NAA takes a 35% commission on sales. NAA is not responsible for work not removed by pick up date. Artist grants rights to use of images for publicity and website listing. Website thumb-nails are protected from enlargement by embedded grids, watermarks, and low-bit resolution.

Artist Signature: \_\_\_\_\_ NAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAA REVIEW: Y/N. \_\_\_\_\_  
Juror #1\_\_ Juror #2\_\_ Juror #3\_\_ Juror #4\_\_

**Summary**

Originality: \_\_\_\_\_

Market Suitability: \_\_\_\_\_

Price Range: \_\_\_\_\_

Quality: \_\_\_\_\_

Other Comments: \_\_\_\_\_ Notice Sent: \_\_\_\_\_