

2019 Glass Auction Donation Agreement

TO COMPLETE YOUR DONATION AGREEMENT, WE MUST RECEIVE THE FIVE ARTICLES DESCRIBED BELOW BY June 21

- 1. Registration Form** — Print and complete the section *below*. Then, return by email to glass@libertymuseum.org
- 2. Terms of Agreement** — Print and sign section on *page 2* stating that you agree to terms. Then, return by email.
- 3. Bio** — See description on page 2, then, send with this sheet as MS Word document or plaintext via email.
- 4. IRS W-9 Form** (for US residents, who choose to receive funds from the sale of your work) Print and complete attached W9 form, return by email.
- 5. Image of donation for glass catalog** (300 dpi jpeg, min. 5"x7") Send via email with return of forms or select option for NLM to photograph for you (see below).

#1 Registration Form

Contact Information:

Artist's Name: _____

Mailing Address: _____ City/State/Country/Zip: _____

Shipping Address: _____ City/State/Country/Zip: _____

(if different from above)

Phone: _____ Email: _____ Website(s): _____

Social Media: _____

Artist Information to be printed in the GLASS AUCTION catalog:

Same as above? Yes No (If no, please complete below) Please do not print my contact information

You may list your gallery affiliate as your contact.

Name: _____

Mailing Address: _____ City/State/Country/Zip: _____

Phone: _____ Email: _____ Website: _____

Social Media: _____

Artwork Information:

Title of Work: _____ Year Created: _____

Is the piece signed? Yes No Dimensions (inches H x W x D): _____

Technique(s): _____

Estimated Retail Value*: _____

Do you need the Museum to photograph your glass art donation? Yes* No* If Yes, we will need your piece by June 21st, 2019

Donation, Shipping, and Ticket Options:

*NLM will cover/reimburse shipping cost **one-way** to the Auction, please email shipping estimate for approval/instruction, and follow through with your receipt.*

Please check whether you **do** or **do not** request a rebate from your donation if sold:

100% DONATION 15% REBATE OF PURCHASE PRICE

Would you like your unsold piece returned?*(check one): *Yes No *If Yes, piece will be returned at artist's expense.

Are you interested in receiving discounted or complimentary tickets to attend the Glass Auction & Gala?: *Yes No

*If Yes, see Terms of Agreement for details.

Continue to #2 - Terms of Agreement →

#2 Terms of Agreement

National Liberty Museum (NLM) agrees to:

1. Promote your work via full-color printed catalog, announcements to our mailing lists, social media, and numerous PR channels. The catalog will feature an image of your donated artwork, short bio, and contact information.
PR Channels we have used in the past include AACG, American Craft Council, Urban Glass, and others.
2. Send you 1 copy of the catalog after the auction and contact information of the collector(s) who purchased your work.
3. Provide free and/or discounted tickets to attend the Glass Auction & Gala. (See Donation Options below)
4. Pay to ship/reimburse the shipment of your artwork **one-way** to NLM.
5. Provide you with the option to receive 15% of the purchase price of your work.
6. Handle your work professionally by our Glass Coordinators & Staff, with the utmost care, but please keep in mind that the Museum will not be responsible for breakage, theft or loss of works donated.

YOU agree to:

1. Submit the following to NLM by **JUNE 21, 2019 to be included in the glass auction catalog:**
 - This sheet (#1 Registration/#2 Agreement Form), signed and dated.
 - W-9 form (US residents), if you choose to receive funds from the sale of your work ([Click here for printable form](#)).
 - Submit short bio, 125 words MAX, in MS *Word* format, for publication in the GLASS AUCTION catalog.
 - Image of the exact piece you wish to donate* (300dpi jpeg, min. 5"x7").
**If you wish for NLM to photograph your artwork, indicate so on your Registration Form, and be sure your piece arrives at the Museum by June 21.*
 - Ship your artwork to NLM – 321 Chestnut Street, Philadelphia PA 19106. ATTN: GLASS AUCTION - so that it arrives by the due date:
 - **JUNE 21**, if WE are photographing your work, OR...
 - **AUGUST 16, 2019** if you sent us an image by email or via our online form.
 - Be sure to pack your work securely and contact NLM for shipping/reimbursement instructions. Please include presentation instructions along with any necessary stands, frames, hardware, etc.

Read the Small Print:

- NLM reserves the right to refuse and return any work that it deems unsuitable for display.
- NLM is a registered 501(c)3 non-profit organization. Consult your tax advisor, as you may be able to claim a portion of your donation as a tax deduction.
- Your donation is not a loan or consignment, but an outright gift from you to NLM. You have the option to indicate your desire to have your unsold work returned, within 60 days of the auction, at your expense. If not claimed within the timeframe, your work becomes the property of the NLM and may be used to support the Museum's missions.
- Bidding for your work will not start below the wholesale value (50% of estimated retail).
- Artist's rebate (15%, if selected) will be disbursed within 45 days of the auction to the address indicated on the artist's Registration Form (sheet #1). **US resident artists must provide a completed W-9 form in order to receive payment.**

Donation Options and Benefits:

Option 1: Artist donates **100%** of proceeds to NLM

- Artworks valued at \$5,000+ = 2 free tickets
- Artworks valued at \$2,000-\$5,000 = 1 free ticket and option to purchase an additional ticket at half price
- Artworks valued at \$500-\$2,000 = 1 free ticket

Option 2: Artist donates **85%** of proceeds to NLM

- Artworks valued at \$10,000+ = 2 free tickets
- Artworks valued at \$5,000-\$10,000 = 1 free ticket and option to purchase an additional ticket at half price
- Artworks valued at \$1,000-\$5,000 = 1 free ticket
- Artworks valued at \$500-\$1,000 = Option to purchase up to 2 tickets at half price

Please feel free to contact our staff at glass@libertymuseum.org if you have any special requests or wish to negotiate the above Terms of Agreement. We greatly appreciate your time!

PLEASE SIGN:

I completed the Registration Form including Bio, Photo and w9 submission, and have read and accept the Terms of Agreement for donating work to the 2019 GLASS AUCTION.

Printed Artist Name _____ Signature _____ Date _____

COMPLETE BOTH PARTS OF THIS FORM AND RETURN BY JUNE 21, 2019 WITH ALL REQUIRED ATTACHMENTS, TO GLASS@LIBERTYMUSEUM.ORG