

2023 Gala and Glass Auction

Saturday, October 21, 2023

2023 Auction Artists Donation Agreement

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

1. **Registration Form** — Print and complete the section *below*. Then, return by email to mcoll@libertymuseum.org
2. **Terms of Agreement** — Print and sign the section on *page 2* stating that you agree to the terms. Then, return by email.
3. **Bio** — See the description on *page 2*, then, send with this sheet as an 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 the attached W9 form and return it by email.
5. **Image of donation for auction catalog** (300 dpi jpeg, min. 5"x7") Send via email with the return of forms

#1 Registration Form

Contact Information:

Artist's Name: _____

Mailing Address: _____

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

(if different from above) _____ City/State/Country/Zip: _____

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

Social Media: _____

Artist Information to be printed in the 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*

Donation, Shipping, and Ticket Options:

NLM will reimburse shipping cost **one-way** to the Auction, please email the dimensions, weight, and value of the work.

A shipping label will be provided by email.

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, the piece will be returned at the 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 a full-color printed catalog, announcements to our mailing lists, social media, and numerous PR channels.
2. Send you 1 copy of the catalog after the auction and the 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 a rebate 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:

- Submit your information by ~~July 22, 2023~~, **AUGUST 4, 2023** to be included in the auction catalog:
 - Submit a short bio, 125 words MAX
 - Image of the exact piece you wish to donate* (300dpi jpeg, min. 5"x7").
- **Ship your artwork to NLM – 321 Chestnut Street, Philadelphia PA 19106. ATTN: NLM AUCTION** - so that it arrives by the due date.
 - **September 29, 2023**
- 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 (if selected) will be disbursed within 45 days of the auction to the address on Registration Form (sheet #1). **US resident artists must provide a completed W-9 form to receive payment.**

Donation Options and Benefits:

Option 1: Artist who donates 100% of the proceeds to NLM will receive one ticket to the gala.

Please feel free to contact our staff at mcoll@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 accepted the Terms of Agreement for donating work to the 2023 GLASS AUCTION.

Printed Artist Name _____ Signature _____ Date _____

COMPLETE BOTH PARTS OF THIS FORM AND RETURN BY JULY 29, 2022 WITH ALL REQUIRED ATTACHMENTS, TO MCOLL@LIBERTYMUSEUM.ORG