

ANNUAL STUDENT SALE: December 7–9, 2017

FORM MUST BE TURNED IN BY DECEMBER 4, 2017.

Failure to turn in form on time will disqualify participation.

- This form is necessary to process payment to the student for any works sold.
- Work is only accepted from students enrolled over the past year.
- Students must have been registered for Spring 2017, Summer 2017, Fall 2017, or any combination.
- The school will remove work from the sale if the artist:
 - has not turned in a registration form,
 - has turned in work past the submittal deadline, or
 - was not enrolled during the appropriate time period.
- STUDENTS WILL ONLY BE PERMITTED TO PUT FORTY (40) WORKS IN THE SALE.
- PRICE TAGS WILL BE DISTRIBUTED IN NUMBERED PACKS OF 40.
- By completing this form and putting work in the sale, the artist agrees to be solely responsible for pricing works (*printed legibly*) and securely affixing all price tags to works for sale. **Artist agrees to deliver all work by Wednesday, December 6, 2017, at 5:00 p.m.**
- **Any unsold works should be picked up by Saturday, December 9, 2017 at 6:00 p.m.** Works left after Wednesday, December 13 will be disposed of at the discretion of the school with no further notice to the artist.

Completed forms must be received or postmarked by December 4, 2017, and may be hand-delivered, faxed, emailed, or mailed.

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| Hand Delivery: 2450 Holcombe, Suite 2-25 Houston, TX 77021 | Mail: The Glassell School of Art Attn: STUDENT SALE REGISTRATION P.O. Box 6826 Houston, TX 7265-6826 |
| Fax: 713-639-7709 | |
| Email: Glassell@mfa.h.org | |

Checks for the student portion of the sales proceeds are mailed 2–4 weeks after the sale. Students who volunteer during the sale receive 75% of the sales price for each piece. Students who do not volunteer receive 70% of the sales price. The remaining funds are transferred to the Studio School scholarship fund and distributed as scholarships to students in both fall and spring.

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Please complete the information below and retain the top portion for your records. Name and mailing address are required for payment purposes. Do not use nicknames or “artist names.” Address information must include zip code. PLEASE PRINT LEGIBLY.

Name (First and Last)

Street Address / Apt # / City / State / Zip

Email Phone Number (Area Code and Number)

Type of Work / Media Submitted

I have read and understand the rules and regulations.

Signature Date (Month / Day / Year)