

2025 PORCH SALE – ENTRY INVENTORY FORM

Mayor's Office of Cultural Affairs / 135 Chastain Park Ave., NW / Atlanta, GA 30342 / 404.252-2927 /
ChastainArts@atlantaga.gov | OCAAtlanta.com/Chastain-arts-center

Agreement for gallery loan between Chastain Arts Center, and:

Name: _____ Initials (3): _____

Phone: _____ E-mail: _____

I would like to receive payment via: ☐ Class Credit to be Used for Future Registrations
☐ Check/Direct Deposit (Will take up to 6 Months)

CHASTAIN ARTS CENTER & GALLERY

Sales Policy

Chastain Arts Center will retain a 30% commission on all sales. Chastain Arts Center does not withhold sales tax. The Arts Center does not and will not seek an exclusive rights policy with artists who exhibit. However, the sale of work on display will be managed by Chastain Arts Center. All sales will be processed through the Arts Center. Artists will receive an account credit unless you already have a supplier number with the City of Atlanta, then you are eligible to receive a direct deposit payment that can take up to 6 months.

Class Credits will be issued by June 6th, 2025.

Delivery & Pick-up (community wares table vs day of participant)

The artist assumes responsibility for setting up the artwork to Chastain Arts Center and for packing up the artwork the day of the event unless alternate arrangements are made. Work can be dropped off at Chastain Arts Center on Friday, May 2nd from 10AM – 4PM. Artwork must be packed up and removed from the premises by 5PM on Saturday, May 3rd. Participants of the community wares table must pick their work by Saturday, May 10th at 4PM.

Storage (community wares table vs day of participant)

Participants who signed up as a group are not permitted to store their works at Chastain Arts Center at the conclusion of the. The other group members must pack and take your work if you are not available.

Participants who signed up for the community wares table can drop off their work starting April 28th – May 2nd, and are required to pick-up by Saturday, May 10th.

The storage period shall begin and end on the aforementioned dates unless otherwise agreed upon by both parties. Artwork must be removed within the stated time period, otherwise the Office of Cultural Affairs shall have the absolute right to place work in storage and charge any storage fees incurred. If artwork is not removed after 30 days from the end of the contract, the Office of Cultural Affairs has the right to remove or sell artwork as seen fit.

Insurance

The artist shall have possession of their artwork at their designated table and keep the artwork (or museum objects) insured while it is on premises, against all risk of loss or damage whatsoever, including but not limited to, risk of loss or damage by fire, water, theft or vandalism, for not less than the insurance value listed on the inventory from the time the objects leave the place where it is to be called for as shown on this inventory form. Care and Handling of the community wares: The Chastain Arts Center will exercise the same care in respect to the community wares as it does in safekeeping of comparable property of its own. If damaged or deterioration is noted, the Artist will be notified at once. The community wares shall remain in the condition in which they are received.

Photography

Unless otherwise notified in writing, Chastain Arts Center has the right to photograph and reproduce images for education and publicity purposes.

In lieu of an entry fee, all participating artists are expected to assist with the porch sale and all artworks must be for sale. Volunteer Task Chosen _____ Staff initial: _____

The artist acknowledges that they have read the conditions of this agreement, and the participation guidelines provided and agrees to abide by the said conditions, unless otherwise stated in writing:

Signature of Artist

Date

Alma Kadri, Cultural Affairs Facility Manager - Chastain Arts Center

Date

* When labeling price tags, please write 1) your initials, 2) the item #, and 3) the price i.e. JNR-1 \$20

Item #	Title/Description	Media	Size	\$Price	Sold	
1					OFFICE USE ONLY	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						