

Donation Form – 2017 Benefit Art Auction *(This is a 2-sided form)*

- Please complete a separate Donation Form for each donated item. We can accept up to **two pieces** from each donor.
- Donations will be accepted Sept. 5th – 23rd; Tues – Sat, 10am – 4pm. office@attleboroartsmuseum.org; 508-222-2644 x13. 86 Park St., Attleboro, MA 02703.
All items donated by September 9th will be considered for reproduction in the Auction's promotional materials.

1. Donor Information (PLEASE PRINT VERY CLEARLY SO THAT WE LABEL YOUR DONATION CORRECTLY)

Donor Name: _____ Best telephone number to reach you: (_____) _____

Is the donor the artist of this piece? *Please circle:* **YES NO N/A** If *NO*, please print the artist's name: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Email: _____

Artist's website (if applicable): <http://www.>_____ *(we will provide this link within the online auction)*

2. Donation Details (Pieces that have been previously donated to any AAM Auction – but did not sell, or purchased at previous AAM auctions, will not be accepted)

This donation is **(CHECK ONE)**: Art* ___ Craft ___ Handmade home decor ___ Gift Certificate ___ Other **(Please describe)** _____

*We are only able to accept framed (or *gallery-finished*) original art or limited edition prints. We cannot accept giclée reproductions. *Thank you.*

Title of piece: **(PLEASE PRINT)** _____

Medium: _____ Framed Dimensions: Height _____ x Width _____ x Depth _____

Value of the donation**: \$ _____ *(donors are responsible for determining the value).* Office use only: STBID \$ _____

** When selecting donations, please note that opening bids will round off to approx. 1/3 of the value (for example - a piece valued at \$1000 will start at auction for \$335).

- Although items can sell for a higher price, most pieces sell for under \$500. If your donation is valued at \$1,500 or more, we ask for you to select an opening bid amount that falls between \$200-\$300. We'll advertise the *original* value, but also state that you have graciously agreed to start the bidding at a reduced amount to benefit the Museum.

Optional Revenue Sharing – COMPLETE ONLY IF THE VALUE OF YOUR DONATION IS \$300 OR MORE:

___ I wish to donate all proceeds from the sale of this piece or item to benefit the Attleboro Arts Museum.

___ I wish to receive (please check one): ___ 10% ___ 15% ___ 20% of the final sale price at Auction.

3. In the rare instance that this donation does not sell at Auction or during a Post-Auction sale, I will: (PLEASE CHECK ONE)

___ Pick the donation up from the Museum within 5 business days of being contacted. *After 5 days all work becomes property of the Museum.*

___ Arrange for my piece to be shipped back to me within 5 business days of being contacted and generously assume the shipping charges.

___ Donate the piece to the Museum as a potential gift to a Museum benefactor, supporter or arts partner (artist profiles will accompany all gifts).

Please note: Items cannot be held for future Benefit Auctions. Thank you for your cooperation.

CONTINUED ON BACK, PLEASE TURN OVER

4. Artist Profile/Biography – a maximum of 400 characters (remember, less is more). We are unable to accept hardcopy documents.

- Please send a current biography in **paragraph form only** (400 characters max, including spaces) via email to office@attleboroartsmuseum.org. Include the biography in the “body” of the email, and use the subject “AUCTION – *Your first and last name.*”
- Bio can include exhibits, awards, & professional experience over the last 1-2 yrs, in **paragraph** form. We **cannot** accept resumes or hardcopy docs.
- If your bio is not provided, your online auction and printed auction catalog biography will be listed as “unavailable.” Note: potential buyers prefer to have access to the profile of an artist. This information can enhance the likelihood of a bid.
- We will not copy bios from previous years. A new bio is required. Visit our auction page at www.attleboroartsmuseum.org for a sample.
- Your text will be published as submitted, yet we reserve the right to apply minor edits for grammar and style and limit length to 400 characters.
- We will acknowledge receipt of your bio via email. If you have not received an email please assume that we have **not** received your bio.

5. Donation Description – a maximum of 400 characters (remember, less is more). We are unable to accept hardcopy documents.

- In the **same** email message include a donation description (400 characters max, including spaces) in the “body” of the email and send to office@attleboroartsmuseum.org. Remember to use the subject “AUCTION – *Your first and last name.*”
- The description can contain your working process, inspiration, history of the piece, etc. See www.attleboroartsmuseum.org for a sample.
- If this information is not provided, your online auction donation description will only include the size and medium of the piece.
Note: a description of a donation provides valuable background and can enhance the likelihood of a bid.
- Your text will be published as submitted, yet we reserve the right to apply minor edits for grammar and style and limit length to 400 characters.
- We’ll acknowledge receipt of your description via email. If you haven’t received an email please assume that we have **not** received your description.

6. Placement of Donation – please read and initial, thank you.

_____ I realize that interest and sales in both the live and silent Auctions on Nov 4th will be very active and that proceeds from both support the Attleboro Arts Museum. Therefore, I understand that my donation(s) may be placed in **either** the live or silent Auctions and that placement is non-negotiable. *Placement is determined by sale trends and the need to offer bidders a range of mediums and prices in both live and silent.*

7. Auction Tickets: All donors receive one complimentary \$35 Auction ticket each (includes hors d’oeuvres & wine/beer)

- I would like _____ additional Auction ticket(s) at \$35 each. Note: tickets are \$40 at the door.
(Optional) I would like to contribute \$ _____ toward the cost of my complimentary Auction ticket.
- **TOTAL enclosed: \$ _____.** Please make checks payable to the **Attleboro Arts Museum**.

8. Auction catalog print advertising to promote your artwork, studio or business (Ad deadline: August 25th, 2017)

_____ Contact me regarding the placement of an Auction catalog ad. (*Several artists sponsor ads representing their artwork in our color catalog.*)

Due to space considerations and planning, Auction donations will not be accepted after 9/23/17. Thank you for the prompt delivery of your valued donation(s). Remember: All pieces donated by 9/9/17 will be considered for reproduction in Auction promotional materials!

10. Signature (required) I have read this entire form and agree to the terms provided. X _____ Date: _____