

Donation Form – 2018 Benefit Art Auction *(This is a 2-sided form)*

<i>Office use only:</i>	
DON.NUM	_____
Tkt	_____ Date _____

- Please complete a separate Donation Form for each donated item. We can accept up to **two pieces** from each donor (*see Donation Details below*).
- Donations will be accepted Sept. 4th – 22nd; Tues – Sat, 10am – 4pm. office@attleboroartsmuseum.org; 508-222-2644 x13. 86 Park St., Attleboro, MA 02703.
All items donated between September 4th – 8th 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 were purchased at previous AAM auctions, will not be accepted)

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

*NOTE: We are only able to accept: 1) Framed (or gallery-finished) original art or limited-edition prints. We cannot accept giclée reproductions. 2) Up to two original works **per auction** that have been created by a particular artist. Feel free to contact the AAM to see if we have already received donations created by a select artist (office@attleboroartsmuseum.org or 508-222-2644 x10).*

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

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

Value of the donation*: \$ _____ *(Donors are responsible for determining the value. The Museum cannot determine this amount).* *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 text in the “body” of the email (not as an attachment), and use the subject “AUCTION – *Your first and last name.*”
- Biography can include exhibits, awards, & professional experience over the last 1-2 yrs, in **paragraph** form. We **cannot** accept resumes or hardcopy documents.
- If your biography 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 biographies from previous years. **A new biography 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 biography via email. If you have not received an email, please assume that we have **not** received your biography.

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

- In the **same** email message as your biography include a donation description (400 characters max, including spaces) in the “body” of the email (not as an attachment), 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 at Auction – please read and initial, thank you.

_____ I realize that interest and sales in the live, silent and online Auctions will be very active and that proceeds from all support the Attleboro Arts Museum. Therefore, I understand that my donation(s) may be placed in **either** the live, silent or just the online Auctions and that placement is non-negotiable. **** Placement is determined by available gallery space, sale trends and the need to offer bidders a range of mediums and prices in the live, silent and online auctions. Donations 201+ will *only* be available for bidding within our online auction from October 11th-31st, 2018.**

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. (All prices listed are for AAM members)
(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 24th, 2018)

_____ 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 9/22/18. ** If the Attleboro Arts Museum receives over 200 donations, pieces 201+ will **only** be available for bidding within our online auction at www.biddingforgood.com/attleboroartsmuseum from October 11th-31st, 2018 and not shown in the Museum’s gallery. Thank you for your cooperation.*

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