

# Dacia Gallery

## Submission Form

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Dear Artist,

Please follow our easy step-by-step instructions in order to submit to our gallery via mail.

- Please complete the Submission Form and be sure to sign and date it.
- All required information must be submitted via CD-ROM. You may submit up to 10 images of your artwork for review.
- Please include a check or money order made out to Dacia Gallery, LLC in the amount of \$25.00 for the group exhibition or \$35.00 for the solo exhibition. If you choose to send more images, please be sure to include an additional payment of \$15.00 for every 10 images.
- Mail must be sent in an envelope (preferably 5" x 8.25") and sent to our P.O. Box address. Please be sure to include the Submission Form (signed and dated), CD-ROM and payment. Dacia Gallery is not responsible for any loss or damage to mail sent to us for review.
- Payment and submissions are final.
- If your artwork has been selected for exhibition, we will notify you three to four weeks prior to the opening. Dacia Gallery charges 50% commission on all artwork sold during exhibition.
- If you have any questions regarding our submission process, please review our submission process online, email questions to [info@daciagallery.com](mailto:info@daciagallery.com) or call us at 917-727-9383.

### **Step # 1 – Artist Contact Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country of Residence: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Telephone: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### **Step # 2 – CD-ROM Submission**

Please include the following information on your CD-ROM disk:

- Artist Statement (optional)
- Artist Bio
- Resume (optional)
- Artwork Information – Within this file please be sure to include the following information for each artwork submitted (i.e. title, medium, dimensions, and suggested price). Please be sure to number your artwork accordingly.

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- 10 images (.jpg only)

Please be sure to title each file as it is indicated in the bullets above. Each image should be numbered according to the Artwork Information file.

### **Step # 3 – Mail Submission**

Please mail us your Submission Form (signed and dated), CD-ROM and check or money order to:

**Dacia Gallery L.L.C.**  
P.O. Box 20417  
New York, NY 10009

Signature: \_\_\_\_\_ Date: \_\_\_\_\_