

Chicago Printers Guild Archive Submission Form

In order to ensure proper handling and attribution, no artwork will be accepted without a completed intake form. Artwork should be given directly to the CPG officer responsible for the archives or dropped off/picked up by prior arrangement only.

Name _____

Business Name _____

Address _____

Phone _____ Email _____

Collaborators (if any) _____

Title _____

Medium/Media _____

Dimensions (including margins) _____ Edition Size _____

Date created _____

Production location (studio, school, etc.) _____

Circle one: self-initiated / commissioned. If commissioned, by whom? _____

Artistic/Technical notes: (Please be brief – 1-2 sentences.)

1. The CPG will do its best to maintain the artwork in accordance with proper conservation procedures.

In the event this piece is damaged, it should be: (check one)

- Removed from archive and returned to artist
- Repaired and kept in archive but not displayed publicly
- Repaired with the option of public display

2. All pieces will be kept in archival portfolios as part of the CPG's permanent collection. Due to space limitations, we ask that your donation be limited to artwork 18" x 24" or smaller. Artists who work exclusively in larger formats may donate larger pieces, with the understanding that alternate storage arrangements may be necessary. The CPG reserves the option to refuse oversized artwork.

3. By donating this artwork to the CPG, you consent to have your artwork used in the following manner:

- Presented as a digital image as part of an online catalog
- Reproduced in print as part of a catalog to be made available to guild members only
- Publicly displayed as part of an exhibition
- Loaned to a museum, library, gallery or as part of a guild exchange

4. CPG may elect to reproduce the contents of the archive in a commercial publication. You have the right to decline the reproduction of your work for sale to the general public. Indicate your preference by checking the box below:

- Opt in (You allow the CPG the option to reproduce this piece for public sale.)
- Opt out (Your work will not be reproduced for public sale.)

Please note: your work may still be used in any of the manners described in section 3 and your selected preference only applies to the work described on this form.

I have read, understand and agree to the terms listed above.

Signature _____ Date _____