



# POP-UP EXHIBITION

## CHECK-IN FORM

ARTIST NAME \_\_\_\_\_

*Name of the artist to display with the items*

PAYMENT NAME \_\_\_\_\_

*Name to which a check will be written for any sold items*

PHONE \_\_\_\_\_

*Phone number where artist or agent can be reached*

EMAIL ADDRESS \_\_\_\_\_

*Email address where artist or agent can be reached*

### INVENTORY

ITEM #	ITEM NAME	DESCRIPTION	PRICE
1			\$ or Not for Sale
2			\$ or Not for Sale
3			\$ or Not for Sale
4			\$ or Not for Sale

For ZU Gallery Staff	
ACCEPTED	REJECTED

### TERMS AND CONDITIONS

- I represent that I have full legal right and authorization to show and/or sell the above items in a public art exhibition.
- I agree that ZU Gallery has the right to refuse to include any item for any reason, including politically charged, off-topic, not ready to hang (has no mechanism for display or protection)
- I authorize ZU Gallery to show and sell the above items on my behalf for the duration of the pop-up exhibition.
- I agree to indemnify, defend and hold ZU Gallery and its agents and volunteers, harmless from and against any and all claims, damages, losses and expenses that occur while the items are in ZU Gallery's care and possession.
- I agree to pick up or arrange for pick up any unsold items by the designated pick up date/time.
- I agree to receive payment by check written to the Payment Name designated above for any items sold during the pop-up exhibition.
- I agree that any unsold items that are not picked up by the designated pick up date/time will become property of ZU Gallery without compensation unless prior written arrangements have been made with ZU Gallery

By signing this form, you agree to the above terms and conditions of the Pop-Up Exhibit.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*