

## Artwork Labeling and Inventory Instructions

Artwork juried into Depot Art Gallery shows require:

- 2 Art Submission Labels filled out for each piece accepted, and
- A completed “Inventory Sheet for Juried Artwork” form

Artwork submitted as Bin Work for the Depot Art Gallery requires:

- The completion of the “Inventory Sheet for Bin Work” form, and
- An Art Submission Labels filled out for each piece submitted

Each Inventory Sheet can be downloaded from the Forms page of the website.

The Artwork Labels can be downloaded from the Forms page. The resulting document is formatted for Avery Label 5163 in Microsoft Word® and is a fillable form.

When bringing artwork to the Depot Art Gallery for display, we ask that you tape the two artwork labels to the back of each piece, and bring one or both of the appropriate inventory sheets with you as part of the check-in process.