An inventory is made to keep track of all objects.

**Entry or Ofrenda Items:**

<table>
<thead>
<tr>
<th>#</th>
<th>Inventory#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**# 1**

**Artist:** ____________________________

**Title:** ____________________________

**Medium:** __________________________

**Is it for sale (artwork only)?**

**Price?** ____________________________

**# 2**

**Title:** ____________________________

**Medium:** __________________________

**Is it for sale (artwork only)?**

**Price?** ____________________________

While every effort will be made to handle each artwork with care, the gallery is not responsible for damage or loss. Be assured, however, that we will be careful.

- Textiles, jewelry, fragile items are welcomed if we can display them securely.
- No work that is deemed hazardous to health or safety can be accepted.

**LABEL ARTWORKS ON THE BACK WITH YOUR NAME, CONTACT INFORMATION, TITLE, and MEDIUM. This is important to ensure we know who the artworks belong to so we may return them.**

---

**Pick Up, 12 pm – 5:30 pm Tuesday, Nov. 28 and 10 am – 2:30 pm Wednesday, Nov. 29. If unable to pick up your artwork(s) at these times, please arrange for another pick up time. Call (760) 355-6198 or email carol.hegarty@imperial.edu.** We want to return your artworks and altar items back to you.

**Gallery Hours Fall 2023:**

- 2:30 – 5:30 p.m. Tuesdays and Thursdays; 11 am – 2:30 pm Wednesdays, Nov. 7-16. Closed, campus holidays.

** DETAILS:**

- We plan to exhibit everything if possible.
- Artwork must be ready to hang or display in some way.
- Artwork must be the original concept of the artist.
Entry # 3
Title: ______________________________________
Medium: ____________________________________
Is it for sale (artwork only)?
Price?_______________________________________

Entry # 4
Title: ______________________________________
Medium: ____________________________________
Is it for sale (artwork only)?
Price?_______________________________________

Entry # 5
Title: ______________________________________
Medium: ____________________________________
Is it for sale (artwork only)?
Price?_______________________________________

Entry # 6
Title: ______________________________________
Medium: ____________________________________
Is it for sale (artwork only)?
Price?_______________________________________

I agree to the terms of the exhibit:

I understand the rules of this exhibition
and agree to abide by them.

I agree that my artwork shall remain on
display in the gallery for the full term of
the show (until the designated pick up
days).

I will pick up my artwork at the end of
the exhibit.

Artist signature:

Email (preferred) or Phone:
Please print clearly.

- To help facilitate artwork returns,
  if you are in an art class, please list
day and time:

  We will call or email you to remind you to
  pick up your artwork. We may need to
  contact you for some other unforeseen
  reason.

Like Us on Facebook: Juanita
Salazar Lowe IVC Art Gallery

Artist:

Inventory numbers assigned to
artworks/items:
1)_____2)_____3)_____4)_____5)_____6)_____

Received by
Gallery Representative:

Like Us on Facebook: Juanita
Salazar Lowe IVC Art Gallery