



# ARTIST INFO AND CHECKLIST

*Piece by Piece. Winter Members' Show*  
Sanger, XOJ, Zabar Project and Zabar Lobby Galleries  
ON VIEW DEC 2-30, 2021.



**TERMS:** Must be an active member to enter, 1 entry per member, \$25 entry fee.

Please note, we will not be accepting any paperwork, fees, or membership payments at drop off. For this reason, your membership must be current and you must pay your exhibit fee online before you drop off your work.

## TO RESERVE YOUR SPOT IN THE SHOW, YOU MUST:

### 1. FILL OUT THE EXHIBITION FORM Please do so here.

As we know you might not have everything ready, but want to secure your spot, you may adjust some details on your artwork (title, medium, price) until your drop off appointment by emailing [info@tskw.org](mailto:info@tskw.org).

### 2. PAY THE \$25 EXHIBIT FEE ONLINE You will receive the link to pay upon completing the Exhibition Form. Paying the exhibit fee guarantees your spot in the show, so be sure to reserve early!

### 3. SIGN UP FOR A DROP OFF APPOINTMENT. Sign up for one here. (Please navigate to the week of Nov 18th for available time slots). **IF YOU ARE SHIPPING:** Please let us know, have your mail carrier drop off Tue-Sat, 12-4pm and **don't forget to include a return label.**

### 4. HAVE A CURRENT MEMBERSHIP

If your current membership expires before **Dec 30, 2021**, you must renew to participate in the show.

**NEW MEMBERS** can join here.

**EXISTING MEMBERS** Not sure if your membership is current? Members can check their status by logging in to their account at [tskw.org](http://tskw.org).

**Want to learn how to do this? Check out our short video tutorial here.**

*If you've never created a password, one has been automatically assigned, with the primary email address we have on file as your username. You can change either just by clicking "I forgot my login name or password."*

## OTHER IMPORTANT INFO:

– **ARTWORK DROP OFF November 18-20 from 12-4pm.** By appointment only. Please register for an appointment in our Google Calendar by [clicking this link](#).

– **ARTWORK PICK UP January 4-8 from 12-4pm.** No appointment necessary.

- **SALES** In the event of sales, the sale price is split 75% artist and 25% The Studios. When works sell check will be mailed to the address on your registration form.