



SALES GALLERY EXHIBITION GUIDELINES

Membership: All exhibitors in the sales gallery must be members of the Venice Art Center for the entire period that the artist's work is on display.

Commission: The Venice Art Center receives a commission of 35% of all sales

Receiving/Pick-Up: All art work is received and picked up by appointment only.
Please call 941 485-7136 to schedule an appointment

- Hours 9:00a.m to 3:00p.m
 - January to April – Tuesday and Thursday
 - May to December – Tuesday only

Limit on Quantity of Art Work: Because of the increased number of artists wishing to display artwork, the number of pieces will be limited as follows:

- | | |
|------------------------------|--------------------------|
| • Framed paintings | 2 |
| • Matted originals or prints | 3 |
| • Jewelry | 6 large and/or 12 small |
| • Pottery/Ceramics | 6-12 small and 3-4 large |
| • Sculpture | 1-2 large pieces |

Each piece will be tagged with an identifying number and the price suggested by the artist

Paperwork:

- Release form
- W-9
- Inventory sheet
- Each piece of work will be tagged with an identifying number and price suggested by the artist

Placement: All art work in the sales gallery is rotated frequently. Please do not ask for special placement on walls or display cases.

Pick-Up: All art work will be displayed 60 days or less; art work not picked up within 10 days of the pick-up date will become the property of the Venice Art Center, unless other arrangements are made.

Gallery Requirements:

- **Quality:** All work must be clean, fresh, suitably matted and properly framed
- **Glass:** Glass will be **only** accepted on pastels, charcoal and graphite, frames must be **wood**, and must be no larger than 18x24 inches.
- **Hanging Wire:** Wires screws and eyes must be firmly attached and wiring must be at least 3 inches below the top of the frame at the hanging point to conceal gallery hooks.
- **Responsibility:** All work will be handled with the greatest care by the Venice Art Center, but it is understood by the artist that the VAC is not responsible for loss or damage.
- **The gallery reserves the right to reject works that do not meet these requirements.**

Artist Signature _____ **Date:** _____

Print Name _____

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,