



**2019 MASSACHUSETTS AMAZING EMERGING ARTISTS
RECOGNITIONS EXHIBIT
TEACHER INVENTORY FORM**
Please Print Information Clearly

***Make 2 Copies of This 2-Page Form.
Securely Attach 1 Copy to the Outside of your Package and pack the 2nd Copy Inside
with the Artwork.***

*If you have more than one package please label packages 1 of 1, 1 of 2 etc. along with teacher
name(s) and name of school and district.*

TEACHER INFORMATION:

Name: _____

Teacher Email (required): _____

School Name: _____

School District (if applicable): _____

School Address: _____

School Phone Number: _____

Teacher Phone Number: _____

ARTWORK INFORMATION

Number of 2-Dimensional Works: _____

Number of 3-Dimensional Works: _____

Total Number of Packages: _____

MAEA/NAEA MEMBERSHIP NUMBER _____

FEES

\$5.00 per entry. TOTAL AMOUNT PAID: _____

____ Made payment through PAYPAL

____ Check attached

____ Purchase Order number _____ (Contact treasurer@massarted.com)

DROP-OFF LOCATION: _____

I will pick up my artwork (days to be announced) at:

____ The State Transportation Building

____ The drop-off location listed above

PACKING CHECKLIST (for teacher to fill out)

____ **I registered online for the exhibit**

____ All work is original/ No group work

____ 2D artwork is MATTED or MOUNTED (*Except for canvases / canvas boards*)

____ The matting is Black or White

____ Mat or Mount border is NO LARGER than 3" per side

____ Matting has a sandwich matt (or mat and sturdy backing)

____ No staples; no glass; no frames; **no front name tags**

____ Canvases and canvas boards are **not** matted or mounted

____ Stretched Canvas have eye hooks (we will attach the wire)

____ Arrow is drawn on back of all 2D work to indicate the top

____ *Student's Name, Teacher's Name, and School is PRINTED directly*
on BACK /BOTTOM of work

____ **A Signed Student Release form is securely attached to the back/ bottom of work, and also a 2nd copy is packed inside with the artwork.**

____ I have packaged the work (following the directions for packing) to ensure the safety of the work during transportation.

____ **A Teacher Inventory Form is attached to the outside of the package/ box and a 2nd copy of the Teacher Inventory Form is packed inside the package/box with the artwork.**