

SUBMISSION FORM

The **CARMEN HERRERA FOUNDATION** is in the process of preparing a catalogue raisonné of artworks, i.e., paintings, works on paper and sculpture created by the artist, Carmen Herrera (1915-2022).

To provide information about an artwork that you own and believe to be by Carmen Herrera, please fill out this form to the best of your knowledge and return it to us. Only the artwork's owner, or an authorized representative of the artwork's owner, may sign this form.

Any information that you provide will be held in confidence and will not be shared outside of the Carmen Herrera Catalogue Raisonné project or the Carmen Herrera Foundation without your prior written consent. Notwithstanding you agree that we may consult with third parties on a strictly confidential basis should we deem this necessary.

There is no guarantee that your submission of the artwork will result in its inclusion in the catalogue raisonné. We have sole discretion over whether or not to include your artwork in the catalogue raisonné. In forming our opinion, we will consider the information you provide, and other information from various sources we believe to be appropriate in the circumstances. Should we require to inspect your artwork in person, we will notify you in writing. You will be solely responsible for the costs involved in our inspecting the artwork and will be responsible for maintaining any fine art insurance covering the artwork during our first-hand inspection.

This Submission Form together with the Terms for Submitting Artworks section of our website, shall once signed below, constitute a legally binding agreement between the **CARMEN HERRERA FOUNDATION** and you, the owner or the authorized representative of the owner of the artwork ("Agreement"). This Agreement shall be governed solely by the laws of the State of New York. In the event of a dispute relating to this Agreement, you agree that the dispute shall be referred to JAMS in accordance with its procedures of arbitration. The arbitration will be held in New York and the arbitrator's award shall be binding.

Please return this form to submissions@carmenherreracr.org

Please sign below to confirm your agreement:

Signature: _____ Date: _____

Name: _____

Work of Art

Title: _____

Date: _____

Medium (e.g., oil; oil and ink; oil and graphite): _____

Support (e.g., canvas; panel; board; paper): _____

Dimensions unframed:

Overall Height: _____ Overall Width: _____

Panel 1 (hxw): _____ Panel 3 (hxw): _____

Panel 2 (hxw): _____ Panel 4 (hxw): _____

Is the Work signed and/or dated?

Yes

☐

No

☐

If yes, how and where?

Are there any other markings on the FRONT of the work?:

Are there any inscriptions, markings or labels on the REVERSE of the work?:

Provenance

From whom and how did you acquire the work (e.g. inheritance, gallery, or auction)?:

Date of acquisition: _____

Are you able to provide us with a copy of the original sales invoice? Yes

☐

No

☐

Please list all previous owners of the work:

Exhibition History

Please provide an exhibition history of the work:

Publication History

Please list any publications featuring the work, including monographs on the artist:

Photography

We kindly ask if you are able to supply a reproduction quality image of the FRONT of your artwork. This can be in the form of a transparency or digital tiff file of 35 MB or higher. If you wish, we will return all original photography to you. We also ask that you provide images of the REVERSE of your artwork (including details of inscriptions, markings and labels), although these can be taken with a personal camera.

Are you able to include a reproduction quality image of the FRONT of your painting at this time? Yes ☐ No ☐

What is the photographer's credit line for this image?

Are you able to include a reproduction quality image of the REVERSE of your painting at this time? Yes No

Current Owner

Submission form must be signed by the owner on Page I. Contact information provided below is for the purposes of correspondence with the Carmen Herrera Catalogue Raisonné staff, and it will not be shared with anyone outside of the Project or the **CARMEN HERRERA FOUNDATION**.

Name: _____

Address: _____

City: _____

State: _____ Zip code: _____ Country: _____

Telephone number: _____ Fax number: _____

Email: _____

Credit Line

Please let us know how you would like to be credited as the owner of this work in the final publication (eg. "Collection John Doe, New York" or "Private collection").
