

GALLERY CONTRACT FOR ARTISTS EXHIBITING IN THE HARDY HALL GALLERIES



ARTIST NAME

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

ARTIST'S ASSISTANT OR REPRESENTATIVE

Artist agrees to provide W-9 form for processing payment for any sale of work.

EXHIBIT DATES

DROP OFF DATE

HANGING DATE

STRIKE DATE

RECEPTION DATE AND TIME: SATURDAY _____ BETWEEN _____ AND _____

PICK UP DATE

TERMS AND CONDITIONS

All work submitted must be the original work of the artist.

The RRCA will accept responsibility for work during "exhibit dates," but will not be responsible for work delivered in damaged condition.

Work must be delivered by agreed "drop-off date," and all pieces must be labeled on back upper right corner with Artist name, title, media, price (or Ins. Value). Use the blank labels at www.RamsdellTheatre.org/labels-for-artists. If any work is under contract to another gallery or artist website, payment/commission details must be worked out with the RRCA.

All work submitted must be appropriately presented, with framing in good condition, glass as needed, and with proper size hangers and wire. No saw tooth hangers. The RRCA reserves the right to reject any work not adequately prepared for gallery exhibition.

Works on paper must be framed under glass or acrylic.

It is agreed that due care will be taken with artwork submitted. It is also agreed that the RRCA will not be held liable for situations over which they have no control. Work will be insured during the "exhibit dates."

All work will remain in gallery for duration of "exhibit dates," and must be picked up by artist on "pickup date." Work left after "pickup date" will not be insured by the RRCA. Work left more than thirty days may be disposed of by RRCA.

Final selection of work for display is under the responsibility of the Exhibition Committee, the RRCA, or juror as appropriate.

Artist will provide Artist Statement, Bio, and exhibition history by the "drop-off date", and Artist will provide digital images of several pieces to the RRCA for promotional purposes 1600x1600 pixels unless the exhibit curators plan to take pictures.

Artist will provide inventory of all work to be exhibited, including name, title, media, and price or insurance value by the agreed upon "drop-off date." Artwork must be removed within 7 days of the "strike date."

PRESENTATION & HANGING

It is the artist's responsibility to ensure the artwork submitted is appropriately presented, with framing in good condition, glass as needed, and with proper size hangers and wire. Follow these guidelines:

1. All work displayed on the wall, including fiber work, must have hanging gear.
2. Ensure hanging method is adequate and safe for the weight of the artwork.
3. No saw tooth hangers or "D" hangers.
4. Rubber bumpers on the bottom back corners of frames.
5. Works on paper must be framed under glass or acrylic.
6. 3D work must be ready for display.
7. Attach label on back (upper right corner) with Artist name, title, value for INS, and size.
8. Attach any special instructions regarding installation and/or display.

The RRCA reserves the right to reject any work not adequately prepared for gallery exhibition. The RRCA will not display work with dirty, cracked or chipped glass, dirty or faded mats, or dusty or broken frames. Sculptures and all 3D work must be clean and dust/cobweb free as well. No work with wet paint will be accepted nor will any work that is not yet dry and ready for handling upon delivery.

SALES

The RRCA commission on sales is 30%. Sales tax added. Artist must submit a W9 to receive payment. Checks for sold work will be mailed within 2 weeks of the exhibit's end, and all artists who sell more than \$600 in a calendar year will receive a 1099 tax form.

PROMOTION

Artist agrees to sign a photo release form.

Artist agrees to submit high quality digital images (1600x1600 pixel size) of their artwork upon drop off of artwork. The RRCA can set up a link using their OneDrive cloud software to receive these images. A USB/thumb drive will also be accepted.

The RRCA will mail promotional materials to their members, promote exhibit on website and social media and provide press releases to area media. It is highly recommended that artists promote directly to their constituents in conjunction with the RRCA's promotional materials and marketing calendar.

OPENING RECEPTION

The RRCA will provide an opening reception for most exhibits whenever possible. Artists are expected to attend openings and may give gallery talks as desired.

DOCENT

Artists are encouraged to volunteer during their exhibit hours and greet guests as they arrive. Please contact the RRCA via info@RamsdellTheatre.org to sign up for volunteer days and times.

INFORMATION FOR ARTIST

Electronic materials can be submitted to info@ramsdelltheatre.org. Artists may provide Business cards or other material to be available during the exhibit.

By signing below, you are indicating agreement to all terms and conditions listed and that the artwork submitted is an original created personally by the artist.

SIGNATURE

DATE

FOR OFFICE USE ONLY

- SIGNED CONTRACT DATE _____
- ARTIST STATEMENT DATE _____
- ARTIST BIO DATE _____
- DIGITAL PHOTOS DATE _____
- INVENTORY DATE _____
- TITLE CARDS DATE _____
- W-9 DATE _____
- ARTIST CHECK DATE _____

ARTIST'S CHECK LIST

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