



*The Ramsdell*  
Regional Center for the Arts

## HARDY HALL GALLERY EXHIBITION CONTRACT

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**Artist name**

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**Exhibition title**

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**Address**

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**City, State, Zip code**

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**Phone**

**Email**

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**Dates of Exhibition**

**Artist reception date** \_\_\_\_\_ **Beginning time** \_\_\_\_\_ **Ending time** \_\_\_\_\_

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**Artwork delivery date**

**Install date**

**De-Install date**

**Pick up date**

**Marketing materials due 2 months prior to exhibit start date:**

- Artist statement**
- Artist bio and CV or resume**
- Representative images of work to be included in exhibit**
- Inventory list of artworks with prices or insurance value**
- W-9 form**
- Contact list for marketing**

**Terms and conditions:**

- Artwork submitted must be the original work of the artist.
- The RRCA will insure artwork from delivery date through the pick-up date.
- The RRCA will not be liable for situations over which they have no control.
- The RRCA is not responsible for artwork delivered damaged. If an artwork arrives damaged, a condition report will be completed upon arrival.

- If any work is under contract to another gallery or artist website, payment/commission details must be worked out with the RRCA.
- Work must be delivered by agreed delivery date.
- Artworks must be labeled on back upper right corner with **artist name, title, media, price/insurance value.**
- All work submitted must be appropriately presented, with framing in good condition, glass as needed, and with proper size hangers and wire. The RRCA reserves the right to reject any work not adequately prepared for gallery exhibition.
- All work must remain in gallery for duration the exhibition.
- Work remaining after the pick-up 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 the responsibility of the RRCA Exhibition Committee or curator as appropriate.
- Artist will provide Artist Statement, Bio/Resume, exhibition history and digital images representative work 2 months prior to the exhibition date. The inventory list must include title, media, measurements and price or insurance value for each artwork.

#### **Installation guidelines:**

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. The RRCA will not display work with dirty, cracked or chipped glass, dirty or faded mats, or dusty or broken frames. No work with wet paint will be accepted nor will any work that is not yet dry and ready for handling upon delivery.

The RRCA reserves the right to reject any work not adequately prepared for gallery exhibition.

#### **Follow these guidelines:**

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

#### **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. Artists who sell more than \$600 in a calendar year will receive a 1099 tax form.

#### **Marketing:**

Artist agrees to sign a photo release form and provide high quality digital images (1600x1600 pixel size) of their artwork 2 months prior to exhibition installation. The RRCA will email promotional materials to its members, promote exhibit on its website and social media and provide press releases to area media. Artists may provide a list of contacts to include in RRCA marketing. It is highly recommended that artists promote directly to their constituents in conjunction with the RRCA's promotional materials and marketing calendar.

**Artist Reception:**

The RRCA will host an artist reception on an agreed upon date and time. Artists are expected to attend openings and promote the reception to their network. Artists are invited to 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 [amerizon@ramsdelltheatre.org](mailto:amerizon@ramsdelltheatre.org) to sign up for volunteer days and times.

**Information for the artist:**

Electronic materials can be submitted to [amerizon@ramsdelltheatre.org](mailto:amerizon@ramsdelltheatre.org). Artists may provide business cards or other material to be available during the exhibit.

*By signing below, you are indicating agreement to the terms and conditions outlined in this agreement.*

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Signature of artist \_\_\_\_\_ Date \_\_\_\_\_

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On behalf of the Ramsdell Regional Center for the Arts \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY ARTIST’S CHECK LIST:**

- SIGNED CONTRACT \_\_\_\_\_
- ARTIST STATEMENT \_\_\_\_\_
- ARTIST BIO \_\_\_\_\_
- DIGITAL PHOTOS \_\_\_\_\_
- INVENTORY \_\_\_\_\_
- TITLE CARDS \_\_\_\_\_
- W-9 \_\_\_\_\_