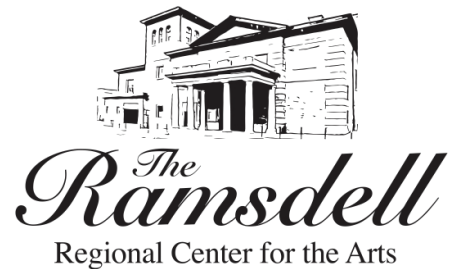


GALLERY CONTRACT FOR ARTISTS EXHIBITING IN THE HARDY HALL GALLERY



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.

EXHIBITION DATES

DROP OFF DATE

INSTALLATION DATE(S)

RECEPTION DATE AND TIME: DAY _____ BETWEEN _____ AND _____

PICK UP DATE

TERMS AND CONDITIONS

All work submitted must be the original work of the artist and not shown within the last 3 years at Hardy Hall Gallery.

The Ramsdell Regional Center for the Arts (RRCA) will accept responsibility for work during exhibit, but will not be responsible for work delivered in damaged condition.

Work must be delivered by agreed date, and all pieces must be labeled on back, with Artist Name, Title, Media, Price (or Insurance Value).

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.

The RRCA has total and final say in placement of work, although Artists may assist in design and installation if desired. The gallery space may be temporarily rearranged or closed for community events and/or classes during the invited Artist's scheduled exhibit.

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. Artwork will be insured while in possession of the RRCA.

All works will remain in the gallery for the duration of exhibition, and must be picked up by artist on pickup date (unless otherwise arranged). 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 Art Committee, the RRCA, or juror as appropriate.

ARTIST TO PROVIDE RRCA

One month prior to exhibition:

- Artist Statement
- Bio/CV (exhibition history)
- Photo of themselves (optional)
- digital images of two or more pieces to the RRCA for promotional purposes

Two weeks prior to exhibition:

- Inventory of all work to be exhibited, including name, title, media, and price or insurance amount
- Artists may provide business cards or other material to be available

SALES

The RRCA commission on sales is 30%. Sales tax is added. Checks for sold work will be mailed within 3 weeks of the exhibit's end, and all artists who sell more than \$600 or more per year at RRCA will receive a 1099 tax form from the IRS. If a piece is not for sale, it is marked Not for Sale (NFS) or designated as being in an owner's collection. The insurance value is based on the retail price of the NFS item. At least seventy-five percent (75%) of the artworks in the exhibition must be for sale.

PROMOTION

The RRCA will provide promotional materials to the artists, promote the exhibition in print, on the website and social media, and provide press releases to area media outlets. The Artist agrees to release the rights to use, display, or publish images of their artwork and themselves. RRCA may publish photographs of all artwork and the Artist for promotional and/or education purposes as it may deem appropriate.

OPENING RECEPTION

The RRCA will provide an opening reception for most exhibitions. RRCA will provide light food and beverages. Receptions are typically held on the first Saturday of the exhibit between 5 – 7 p.m, but based on other venue events, it may be subject to change. The Artist is encouraged to attend. Other events such as artist talks, workshops, or tours can also be negotiated.

INFORMATION FOR ARTIST

Electronic materials can be submitted to Administrator, Aimé Merizon, amerizon@ramsdelltheatre.org.

ARTIST'S SIGNATURE

DATE

FOR OFFICE USE ONLY

- SIGNED CONTRACT DATE _____
- ARTIST STATEMENT DATE _____
- ARTIST BIO DATE _____
- DIGITAL PHOTOS DATE _____
- INVENTORY DATE _____
- WALL LABELS DATE _____
- W-9 DATE _____
- ARTIST CHECK DATE _____