

Gallery on the Square Library Exhibition Contract

This contract serves as an agreement between _____ (artist) and the Gallery on the Square regarding the hanging and consignment of artwork in the Goodnight Memorial Library from the dates of _____ to _____.

Responsibilities of the Artist

The artist agrees to:

- Deliver to and hang artwork at the Goodnight Memorial Library.
- Take down and remove artwork on the closing day of the exhibit.
- Provide an artist's bio, quality photographs per email or disc at 300dpi of no less than two pieces of artist's work as well as a list of titles, medium and prices of all of the artwork to exhibit no less than 4 weeks prior to exhibit opening.
- Artwork shown must not be of a value of over \$10,000 total per exhibit, divided equally between all artists participating in the show.
- Artist agrees to participate in the Gallery on the Square's lay-away policy.
- Agrees to publicize the Gallery on the Square in all press and marketing materials associated with the exhibit.

Responsibilities of the Gallery on the Square

The Gallery on the Square agrees to:

- Coordinate installation of artwork while maintaining discretionary power relating to what is chosen for exhibit.
- Promote the exhibition by creating and providing information on website; community press releases and written material for public distribution.
- Handle all artwork sales retaining 30% of the total purchase price.
- Reimburse the artist for all artwork sales by the 15th of the month following the exhibition closing.
- Make attempts to contact artist regarding approaching deadlines of exhibition and/or consignment.

Responsibilities of the Goodnight Memorial Library

The Goodnight Memorial Library agrees to:

- Provide hanging system and space for the exhibition.
- Provide space for promotional materials associated with the exhibition.
- If deemed necessary, cover replacement cost of artwork relating to any damage or loss not to exceed \$10,000 for entire installation during the exhibition.

General Conditions

- Artwork shall be ready to hang or display, i.e. framed, matted, and finished in a professional manner and not to exceed 100 pounds in weight.
- Artwork left for more than 30 days after the closing of an exhibit (without prior arrangements between the artist and the Gallery) will become the property of the Gallery on the Square.

By signing this agreement both parties agree to all terms as stated above. No changes can be made to this contract without written agreement of both parties. The contract is binding and cannot be broken without written agreement of both parties.

(Artist)
Director)

(Gallery on the Square

(Date)

(Date)

Insurance Waiver: (please sign one of the following lines)

_____ I have provided proof of insurance.

_____ I release the Goodnight Memorial Library from any liability relating to any damage or loss to artwork hung in the Goodnight Memorial Library not to exceed \$10,000.

Gallery on the Square
Biographical Information
for Artists on display at **Goodnight Memorial Library**
Please include as much information as you can. This will be used for promotional materials for the exhibit..

Artist Information:

Artist
Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ E-Mail: _____

Education/background regarding your work: _____
(please include schools, degrees, self-taught, mentorships, shows, etc.)

With what mediums do you work? _____

Preferred medium and why: _____

Inspiration comes from: _____

Other comments to include: _____

Please feel free to add additional information on another sheet.