



Art About Town Artist Agreement

Art About Town Artist Agreement and Guidelines

The **Artist** whose name is signed on the signature line of this **Agreement**, in appreciation for the opportunity provided by the Art About Town Venues chosen by the Valle del Sur Art Guild (VDS) for exhibition of artistic works by members of VDS, agrees to adhere to the following guidelines.

- 1) For venues other than CRC and CCC and exhibits identified as group exhibits, eligible Artists are those who have won a First Place VDS Artist of the Month award, or who have Executive Board authorization. Contact the Vice President to set a date for artwork review.
- 2) Size and Framing of Work for Exhibition at Venue Sites
 - a. A work including frame, shall not exceed 50" in width or 72" in height. Separated, unconnected works, such as diptychs and triptychs may be exhibited as one work provided that the combined size of the unconnected works is within the size limitations described above.
 - i. Minimum work size is 8"X10". However, note that small works in this size on display in very public venues are easily stolen.
 - b. All work must be adequately framed, wired, and ready for hanging.
 - i. No saw-tooth hangers are allowed.
 - ii. No frames may have pressure retainer spring clips.
 - iii. No frameless "L" pins, Swiss corner clips, gallery clips are permitted.
 - iv. Wrap around canvases are permitted providing edges are paint-finished and have no visible staples
- 3) Install and take down works on the dates and times as set forth and agreed to with the Venue Coordinator.
- 4) At the time of installation of the works at the Venue Site the **Artist** will provide a one page standard letter size biography that includes the **Artist's** contact information.
- 5) At the time of installation the **Artist** will sign and agree to the waiver and liability forms provided by the Venue Site and indicate on such forms:
 - a. The title, size and media of the works
 - b. The price of the work or if not for sale the value of the work
 - c. The dates of installation and removal of the works
- 6) For each work on display, the **Artist** will provide individual label cards using the label template provided by VDS.
 - a. The label cards will indicate
 - i. the title of the work on exhibit
 - ii. the **Artist's** contact information
 - iii. the medium
 - iv. the price if offered for sale
 - b. If the exhibit work is offered for sale then the **Artist** shall adjust the price of the work to reflect
 - i. The Venue Site commission as negotiated with the Venue Site and
 - ii. The sales tax as negotiated with the Venue



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- c. The **Artist** agrees to leave the **Artist's** work on display (including work sold during the exhibit) until the final take down day.
 - d. At take down, the **Artist** is responsible for
 - i. arriving in a timely manner at a time set forth by the Venue Coordinator. If the Artist has a schedule conflict with the date and time for the removal of the Artist's work from the Venue Site, the Artist is solely responsible to make arrangements with a third party to be present on the date and time as set forth by the Venue Coordinator and for such third party to perform the removal of the Artist's work from the Venue Site.
 - ii. removing all of the **Artist's** work on exhibit and all display tags, hooks, nails, tape, etc., associated with the work on exhibit, unless directed by the Venue Coordinator to keep the hooks in their current place.
 - e. **Artist** receptions are at the sole discretion of the Venue Site and shall solely be negotiated with the Venue Site by the Venue Coordinator on behalf of the **Artist**. If a reception is agreed to, the **Artist** agrees to adhere to all rules and regulations set forth by the Venue Site and the Venue Coordinator.
- 7) Other than providing a site for the exhibit, the Venue Site will not be involved in any promotion of the exhibited works. The **Artist** may publicize the location and viewing hours of the works on exhibit for Venue Sites that are generally open to the public, examples being coffee shops and wine tasting rooms. For Venue Sites that are private or where public trafficking would be interference to the work performed at that Venue Site, examples being dental offices, mortgage companies, the **Artist** is prohibited from soliciting members of the public to visit such Venue Sites.
- 8) The Venue Site has the right and sole discretion to decline to exhibit works on an individual basis.
- 9) In the event that there are more requests for exhibition of works at a Venue Site than can be accommodated at the Venue Site a calendar and wait list will be established. Priority will be given to **Artists** who have not previously exhibited at the particular Venue Site being requested.

The undersigned **ARTIST** hereby releases the Venue Site and all members of the Venue Site and all members of VDS from liability for loss, theft or damage of any kind to work provided by the **ARTIST** for exhibition. Insurance is the responsibility of the **ARTIST**.

I have read the above Agreement and agree to adhere to the contents as set forth.

ARTIST SIGNATURE: _____

PRINT Artists Names: _____ **Date:** _____

Artist Email

Artist Phone
