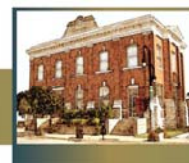


LEAMINGTON ARTS CENTRE

www.leamingtonartscentre.com

artcentr@mnsi.net



ARTIST CONTRACT AND LIABILITY STATEMENT (Item 1 of 3)

Agreement between the South Essex Arts Association (SEAA) and _____
(Print artist name)

For a show and sale of _____
(Type of artwork)

At the Leamington Arts Centre Gallery 72 Talbot St. W, Leamington, On, N8H 1M4

Exhibition Dates: _____ Reception Date: _____

Secondary Gallery rental fee for an exhibition is **\$175.00** and required in advance. The SEAA will withhold commission on all sales. Please enclose deposit with contract.

Artist information:

Title of Show: _____

Artist(s): _____

Street: _____ City: _____

Postal Code _____ Country _____

Phone: _____ email: _____

The Arts Centre may have events or other activities (example: Poetry readings, classes etc) held in the building and or in the Main Gallery during the duration of your exhibit. These events or activities will not alter or move your artwork or exhibit unless previously discussed with you the artist.

Artist signature: _____ **Date:** _____

SEAA Representative: _____ **Date:** _____

For information Contact:

Jan Bateman – Events Chair, SEAA
519.326.6554
bateman@sympatico.ca

Chad Riley, Gallery Director
519.326.2711 Fax: 519.326.6491
artcentr@mnsi.net



ARTIST CONTRACT AND LIABILITY STATEMENT (Item 2 of 3)

TERMS AND CONDITIONS

Sales

1. All artworks exhibited for sale are subject to a 25% (20% for members) commission.
2. No Item shall be removed from the gallery until the end of the show, and as stated in this contract, any removal of artwork or exchange of items must be arranged with the Gallery Coordinator prior to removal.
3. If a work is sold, the artwork may only be picked up the final day of the show. Any variation of this policy must be arranged with Gallery Personnel.
4. Full payment for sold items is expected at the time of sale.

Responsibilities of SEAA

1. Invite all SEAA members and Patrons to pending show (and opening reception if desired).
2. Agrees to hang and display artwork during exhibition dates, and retains the right to final curatorial and installation decisions.
3. Agrees to send press releases to media contacts and encourages press coverage of the exhibition crediting the individual artist whenever possible.
4. Reserves the right to have artwork photographed for educational and promotional purposes only.
5. SEAA will take all precautions to protect artwork. All artworks are insured from drop off dates through pick up dates, and this coverage does not extend beyond that period.
6. SEAA will not be held responsible for any damages occurring during the exhibition as a result of poor construction or design.
7. SEAA will pay the exhibitor net proceeds of sales within two to three weeks of the closing of the show.
8. SEAA will provide staff for all hours that the gallery is open to the public.
9. SEAA has no other responsibilities other than those mentioned in the above list.



ARTIST CONTRACT AND LIABILITY STATEMENT (Item 3 of 3)

Responsibilities of Artist(s)

1. **All artworks must be originals and executed by the exhibiting artist.**
2. All artwork must be completely dry and ready for exhibition.
3. 2D artwork (wall-art) must be ready for hanging with hanging hardware. 3D artwork (free standing art) must be stable and ready for display.
4. All artworks must remain at the Arts Centre for the duration of the show.
5. Delivery of artworks to the Arts Centre is the artist's responsibility if no other arrangements have been made.
6. An opening/closing reception can be organized by the artist if desired. The gallery will supply a list of caterers if required.
7. The artist is responsible to prepare and distribute invitations to his/her personal guests list for his/hers reception.
8. The artist must supply the SEAA with a quantity of invitations (approx. 120) for distribution by the SEAA to its members, patrons etc. Invitations must include the following information: Artist, Show title, show dates, reception date, Arts Centre address, phone number, and hours.
9. All invitations must be received to the Arts Centre for distribution a month before the exhibition start. The Coordinator at the Arts Centre may assist in design of the invitation for an additional cost.
10. The artist must provide Artist statement/bio to the director at minimum 2 months in advance of the show for promotional purposes.
11. The artist is responsible for any other additional promotions.
12. The artist must arrange with the House Committee, a week prior to the date of the show, a time to meet and discuss the hanging and installation of artwork.
13. The artist must clearly identify each item on display for sale by its number or title, medium, size, and price, in this stated order. If not for sale mark NFS.
14. The artist must provide SEAA with a complete listing of items on display for sale, and not for sale with detail as per item 13 above. The list will be used for insurance purposes and a checklist for sale purposes.
15. The artist must decide on a title for his/her show.
16. The show will be dismantled between 2-4pm the last day of the exhibit (Other times may be arranged with the gallery).