

## COLBORNE ART GALLERY

Contract between The Colborne Art Gallery and \_\_\_\_\_

For exhibition titled: \_\_\_\_\_ dates: \_\_\_\_\_

### As a Guest Artist you are entitled to:

- Occupy the main room of the Colborne Art Gallery for the sole display of your artwork for the exhibition period.
- Be the focus of a variety of marketing strategies chosen by the gallery to advertise your exhibition.
- Be the guest of honour at an opening reception hosted by the gallery, including refreshments.
- Offer one or more artist's talks/presentations/demonstrations during the run of your show.

The Colborne Art Gallery will handle all transactions for the sale of your artwork, and remit your portion of the sales at the end of the exhibition. The gallery will take a commission of 35% on all sales, including catalogues etc. All exhibited works must be offered for sale. Members will sit the gallery during the hours that the gallery is open for the exhibition.

### As a Guest Artist you are required to:

- Confirm the exhibition by sending the exhibition fee of \$360, made payable to The Colborne Art Gallery.
- Submit a short show description, a short CV, an artist's statement, a photo of yourself and at least two images of your work for use in promotional material to [charlesfunnell@sympatico.ca](mailto:charlesfunnell@sympatico.ca) no later than \_\_\_\_\_ (12 weeks in advance of opening).
- Distribute invitations to your own mailing list and promote the exhibition with your personal and professional contacts.
- Deliver all artwork to be considered for display on \_\_\_\_\_ (Monday before opening) at a time arranged with the Exhibitions Coordinator. All work must be ready for hanging. The Exhibitions Committee will make the final decisions regarding the pieces to be exhibited. (Include an Artist's Statement and any other relevant written supporting material printed black on white in 12-pt Ariel bold, ready for display.)
- Supply a list of any plinths required to [charlesfunnell@sympatico.ca](mailto:charlesfunnell@sympatico.ca) no later than Wednesday \_\_\_\_\_ (the week before hanging) (A list of available plinth sizes is available upon request.)
- Supply label information (titles, medium and prices) to [charlesfunnell@sympatico.ca](mailto:charlesfunnell@sympatico.ca) no later than Saturday \_\_\_\_\_ (one week before opening).
- Provide a printed price list outlining title, medium, size, and price for each piece, to remain at the Gallery for the duration of the show. (All exhibited works must be offered for sale.)
- Attend the opening in order to speak with Gallery visitors about your work.
- Pick up all remaining artwork at the end of the exhibition on \_\_\_\_\_ (the Monday after closing).

All artwork chosen to be displayed in the exhibition must remain in the Gallery until the close of the exhibition.

The Gallery is not responsible for insurance coverage against loss or damage for the artworks. You may wish to secure your own insurance for the work during the exhibition.

**I have read the contract and by signing I agree to all conditions.**

\_\_\_\_\_  
Artist's signature

\_\_\_\_\_  
date