

City Gallery Fine Arts & Fine Crafts

Guest Member Agreement & Contract

___ Artist work must be juried in the Gallery by the existing members of the Gallery Co-op by submitting either original work or high-quality photographs. The jurying committee must see the work as if ready for sale. Framed pieces must be in a professional style with wire hangers. Wall hangings, fiber works, sculptures, stained glass and all other work must be ready for proper display. Works from kits are not acceptable. Packaging material must be presented in a professional manner.

___ Artist must submit at least 3 to 5 pieces (including retail prices) that represent their style/collection for jurying purposes.

___ The Gallery has the right to choose which pieces are acceptable and how many.

___ Artist must include an inventory of work to be kept in a folder at the Gallery. If works are changed out, please make sure the inventory reflects this. Consistent tags will be supplied to fill out and put with work. It is not City Gallery's responsibility to price and tag your work. Each piece MUST be clearly marked with the artist's name so that payment can be made out correctly.

___ Artist must keep all work on display, clean, refreshed and professionally displayed.

___ Artists must furnish their own display racks, podiums, etc. as needed to display their work properly.

___ Artist must pay a non-refundable \$72 per year exhibit fee to the Gallery, due in full by March 30, annually. This fee will be pro-rated for artists joining later in a calendar year.

___ City Gallery will retain 30% of the price when a sale occurs, and the artist will receive 70%. Checks are written the first week of the following month of sales. Sales under \$15 after commission will be carried over to the next month.

___ Artist will be responsible for bringing their work to the gallery, unless otherwise arranged. Also, if the artist is not able to pick up their check they must provide a self-addressed stamped envelope in order for City Gallery to mail the check.

___ City Gallery is not responsible for damage due to theft, loss, fire, water or damage while on display. It is the responsibility of the artist to properly insure their work while it is on display at City Gallery.

By signing this contract, Artist agrees to the above terms.

Printed Name _____

Signature _____ Date _____

Address _____

E-mail Address _____

Phone Numbers _____