



## Exhibition Contract Terrace Art Association

This Exhibition Contract is between the Terrace Art Association (hereinafter called the "**Gallery**")  
and

\_\_\_\_\_ (hereinafter called the "**Artist**")

Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_ Code: \_\_\_\_ \_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

The Gallery and the Artist agree to:

The Exhibition title \_\_\_\_\_

The Exhibition opening on \_\_\_\_\_ and closing on \_\_\_\_\_

And that the works be displayed in the ( ) Lower Gallery ( ) Upper Gallery

### ***The Gallery will:***

- 1) Be responsible for insurance coverage on the works upon arrival at the Gallery and for the duration of the exhibition.
- 2) Prepare publicity for the Exhibition, including media announcements, posters and invitations to the opening.
- 3) Post local and regional announcements and circulate invitations to the Gallery's membership.
- 4) Provide up to 20 invitations for the artist's personal use.
- 5) Assist in the setup and takedown of the exhibition.
- 6) Be responsible for the setup and cleanup of the opening reception.
- 7) Receive a 20% commission fee on any works sold during the exhibition.
- 8) Keep the exhibition intact and not remove any work sold until the last hour on the closing date.
- 9) Pay the artist for works sold less commission within 60 days of exhibition closing.
- 10) Reserve the right to videotape or photograph the exhibition for documentation purposes, and will not use, publish, or distribute any subsequent pictures or representations of the Artist's work without the Artist's specific permission.
- 11) Reserve the right to cancel an exhibition if the contract requirements are not met

### ***The Artist will:***

- 1) Be a member of the Terrace Art Association.
- 2) Sign and return the exhibition contract to the Gallery by [*date*]
- 3) Work directly with the Gallery Coordinator on exhibition publicity, delivery, setup, opening, closing and takedown.
- 4) Provide a numbered inventory of work with titles, media and prices by [*date*]
- 5) Identify items not for sale and provide the Gallery with a value for insurance purposes.
- 6) Arrange for any additional artwork insurance, if required
- 7) Provide all publicity information by [*date*]
- 8) Frame or prepare the artwork so that it is ready for installation.
- 9) Use only Walker Hanging System compatible attachments for wall exhibits; tacks, staples or nails are not permitted.
- 10) Identify each piece with its inventory number and title.
- 11) Deliver artwork and setup the exhibition on [*date*]
- 12) Work with the Gallery Coordinator in the setup and display of the artwork.
- 13) Be present at the opening reception from 7 to 9pm on [*date*]
- 14) Host and provide non-alcoholic refreshments at the opening reception.
- 15) Takedown and remove the artwork on [*date*]
- 16) Give the Gallery a minimum 90 days written notice of exhibition cancellation.

**Please note:**

**Opening Reception** Alcohol can only be served on the premises if the Artist purchases additional insurance and permit. Artists must contact the Gallery Coordinator for details.

**Storage** The Artist will be charged a storage fee of \$10 per day for any artwork not removed on the takedown date.

**In the event that the performance of this agreement on the part of the Artist(s) or the Gallery should be delayed or prevented by an act of God or the Queen's enemies, physical disabilities, the acts or regulations of duly constituted public authorities, strikes, civil tumult, epidemic interruption or delay of transportation services or other causes beyond their respective control, each shall be relieved of their respective obligations herein under during the period such prevention or delay exists. It is understood and agreed that there shall be no claim for damages by either party for such prevention or delay.**

**All amendments and modifications of this agreement will be made with the written mutual consent of both parties.**

Gallery Signature: \_\_\_\_\_  
Print Name:

Date: \_\_\_\_\_

Artist Signature: \_\_\_\_\_  
Print Name:

Date: \_\_\_\_\_