

All Terrace Art Gallery members are encouraged to submit **up to two** pieces for the annual members' show. Exhibition will run from **Friday December 8th to Saturday December 30th 2017.**



DROP-OFF CHECKLIST FOR EXHIBITING ARTISTS

| | |
|--|--|
| | submitted artwork has not previously been shown at Terrace Art Gallery |
| | all work is complete and dry |
| | work is framed / wired / prepared so that it can be installed using the Walker Hanging System |
| | artwork is signed |
| | individual work is identified with inventory number and title |
| | individual work is priced accounting for 25% in gallery commission |
| | membership is up-to-date |
| | the artist is expected to attend the exhibition opening – Friday, December 8 th 7-9pm |
| | work is accompanied by current artist biography |

The Gallery will:

- 1) Be responsible for insurance on the works upon arrival at the gallery and for the duration of the exhibition.
- 2) Prepare publicity, including media announcements, posters and invitations to the opening.
- 3) Be responsible for installation, setup and cleanup of the opening reception.
- 4) Receive a 25% commission fee on any works sold during the exhibition.
- 5) Keep the exhibition intact and not remove any work sold until the closing date.
- 6) Pay the artist for works sold less commission within 30 days of exhibition closing.
- 7) 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 work without the artist's permission.

The Artist will:

- 1) Complete and return the checklist and inventory with artwork by December 5th 2017.
- 2) Arrange for any additional artwork insurance, if required.
- 3) **Takedown and remove artwork between noon-4pm January 2nd-4th 2018.**

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

Gallery Signature: _____

Date: _____

Artist Signature: _____

Contact: _____

Date: _____

ARTWORK INVENTORY

| Code | Title | price | dimensions | medium |
|-------------|--------------|--------------|-------------------|---------------|
| | | | | |
| | | | | |