



CityArts Exhibition Contract

Gallery: Century II, First Floor

Artist: USD 259 Annual Student Art Show, c/o Bethany Janssen

Address: 201 N. Water

City: Wichita

State: KS

Zip: 67202

Phone: 316-973-4440

Email: schastain@usd259.net

Gallery Exhibition Guidelines

CityArts will provide:

- Maintenance of the gallery including lights, floors, walls, etc.
- A press release that will be sent to local publications, radio & television stations and additional marketing will must be at the discretion of the Exhibition Coordinator and Arts and Humanities Marketing Director. Any additional advertising at the effort and expense of the artist must include CityArts and Arts Council logos. CityArts reserves the right for approval of all marketing materials.
- Install the show exclusively including labels for artwork. CityArts retains the right to refuse work due to subject matter or presentation. Absolutely no nudity or profanity will be permitted.

Arts Council Commission Rates (Select One)

- CityArts will handle all sales and the Arts Council will retain a 30% commission fee for all sales and be responsible for paying sales tax on all sales. The 30% commission rate is contingent on the artist donating original artwork(s) with the minimum total value of \$200 to the CityArts Annual Art Auction. The donated piece(s) must be presented to the Exhibition Coordinator no later than the final day of the exhibition.
- CityArts will handle all sales and the Arts Council will retain a 40% commission fee for all sales and be responsible for paying sales tax on all sales.
- Work displayed will not be for sale.

CityArts will not provide:

- Insurance for work placed in the CityArts Gallery. CityArts and the Arts Council are not responsible for loss or damage of artwork.
- Secure storage for work delivered before drop off and after pick up dates
- Shipping or handling costs unless stated otherwise in writing
- Framing supplies



The Exhibitor(s) responsibilities include:

- ~~Must provide a brief artist bio, statement and high resolution JPEG format images of each work to be included in the show at the time this agreement is submitted. Images may be emailed to the exhibition coordinator or delivered on a CD/DVD. Due to exhibition coordinator no later than 30 days prior to opening.~~
- ~~Complete Inventory List of Exhibit including pricing and media used. Due to exhibition coordinator no later than 30 days prior to opening.~~
- To provide a local Exhibit Coordinator or “Agent” for the exhibition who is solely responsible for the delivery and removal of artwork. This includes shipping, if the exhibitor is unable to be present.
- To deliver work that is completely ready to be hung (wire attached, framed, etc) according to UPS System
- To promptly deliver work so as not to delay the opening schedule
- Artists are not permitted to remove or manipulate work during the install or run of the show.
- To promptly remove all work on the closing date. CityArts accepts no responsibility for work left unclaimed after the closing date. Work not claimed after 30 days of closing date will be considered abandoned and property of CityArts.

Contract implies full acceptance of these responsibilities

Name of Show: USD 259 Annual Student Art Show

Show Dates/Reception Date: Monday, April 4, 2016 - Friday, April 29, Reception-Friday, April 29, 2016 4:30-6:00pm

Drop Off Date: Thursday, March 31, 2016, at Century II Box Office 4-6PM

Pick Up Date: Friday, April 29, 2016, at the Century II Ticket Booth Entrance 6PM

Total Number of Works to be included in the Show: Approximately 100

The signature of the contact person on the line below shall be understood to imply an agreement on the part of the Artist(s) with all conditions mentioned in the above. This document is an indication that CityArts and the Artist(s) have a binding contract.

Consent and Agreement:

Artist Signature

Date

Kay Blair, CityArts Executive Director

Date