

Highlighted Areas to be
Completed by Gallery Contact



Main Gallery
 Members' Gallery
 Other _____

Cedar Key Arts Center
EXHIBIT CONTRACT

Exhibit Title: _____ Exhibit Opening Date: _____
Artist Name: _____ Phone #: _____
Address: _____ City: _____ State: ___ Zip: _____
Email: _____ SS#: _____ (required to issue payment)
GALLERY CONTACT: _____ Phone: _____ Email: _____

PLANNING DATES:	OPENING RECEPTION: _____ (5-7pm)
Delivery Date: _____	Hanging Date: _____
Take Down Date: _____	Pick-Up Date: _____

Understandings and Responsibilities:

- No fee. The majority of items should be for sale.
- 75% of the sale price goes to the artist and 25% of the sale price of any item sold during the exhibit *or subsequently because of the exhibit* goes to Arts Center. Commission checks are mailed to the address above ~ 15th of the month following the exhibit. If total income exceeds \$600 a 1099 will be issued.
- All 2D art must be delivered framed and ready to be hung.
- A minimum of 3 weeks prior to hanging date, the artist is responsible for providing the following to the assigned Gallery Committee Contact (electronically, by mail, or by hand):
 - Completed Gallery Contract
 - Numbering all items and providing an inventory list that includes Item #, Title or Description, and Price/or NFS (Excel or Word Document preferred). The Inventory List is used to make the Display Cards and by the Cedar Keyhole to process and assure proper payment for sold items.
 - Providing a brief biography and/or artist statement.
- The Gallery Committee is responsible for hanging the exhibit and preparing exhibit cards.
- The Arts Center is responsible for publicity including local newspapers, flyers around the community, Arts Center website and Facebook page, announcements in the Arts Center newsletter and monthly membership updates. If additional mailing (postcards) are desired, the artist is responsible for all costs. The Arts Center can provide an address list of members upon request.

NOTE: The Arts Center does not carry insurance to cover loss or damage to artwork.

Artist Signature

Gallery Committee Member