



This **EXHIBITION AGREEMENT** is by and between the **Middletown Art Center** and the **“Artist”**, as signed below. All information is required.

Name: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

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Web: \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_

***This application must be completed, signed, and returned to [MiddletownArtCenter@gmail.com](mailto:MiddletownArtCenter@gmail.com) before or by 06/21/2016. The invitation to exhibit in the show will expire if this agreement is not returned to MAC by said date. MAC will recognize a simple electronic signature as an official signature if returned by email. Upon delivery of work your signature will be added to this form.***

**Note: attendance at meetings or communication of requested information is mandatory. Artist will be excluded from show and exhibit fee will be forfeited if dates are not met.**

Dates of Exhibit: 6/25/2016-8/14/16 (possibly extended to 8/21) Exhibit Name: MULTI LINGUAL

Work Delivered by: **6/21/2016 between 1 and 4pm or earlier by appointment.**

Opening Reception: 6/25/2016, 6 to 8 pm

Work deinstalled and picked up: **TBD 8/15 possibly 8/22**

**By having your work installed in the MAC Gallery you agree to the terms of this agreement:**

MAC shall sell the consigned works at the retail price mutually agreed upon by both parties and specified in writing on MAC Consignment Inventory Sheet.

MAC shall have discretion to vary the agreed retail price by 10% in the case of negotiated or discounted sales events.

MAC will receive a 40% commission on all sales - 60% to artist unless otherwise agreed upon.

Artist shall not exhibit or sell any works consigned to MAC independently from MAC during exhibit period.

If Artist enters into an agreement with another gallery, artists shall notify MAC of restrictions on sales and parameters of agreement, especially with regards to works represented on MAC's website, or work recently exhibited at MAC.

Artist shall not exhibit work of similar character and quality in the South Lake County region concurrent to exhibition/representation by MAC at a different price. If similar work is exhibited, elsewhere in South Lake, MAC requests that the artist inform MAC.

**Honor system:** If work was purchased as a result of exhibition at MAC during a period of 6 months following exhibit or representation on MAC's website or artists files viewed at MAC. Artist will provide MAC 40% of sale (or other commission % based on volunteer time) as determined in initial exhibition if MAC facilitates the sale. If artist facilitates sale, Artist shall provide 20% to MAC. If artist has a previous relationship with another gallery, this agreement shall not interfere with sales at or from that gallery.

Work sold will remain in the MAC gallery for the duration of the exhibition. **This need not apply to functional work, multiples of prints where work may be taken by buyers when sold, or if buyer lives abroad or otherwise requires work immediately.**

The Middletown Art Center will accept payments for sales during the opening and for duration of the exhibition. All sale prices do not include sales tax. Sales tax shall be added to the cost of the work. *MAC will remit the taxes to the state*, and will pay out the earnings minus sales tax to artists by the 15<sup>th</sup> of the month following the exhibit's end.

MAC carries liability and theft/damage insurance for artists work. The Artist indemnifies and holds harmless the Middletown Art Center, its members, employees and trustees from and against, liability, and lawsuits arising out of the use of the Gallery or Middletown Art Center by the Artist and his/her guests or visitors.

**We strive for professional quality shows where work is presented in the best possible manner. Unfinished or artwork that has not completely dried or is not presented appropriately with frame or finished edges WILL NOT be permitted. 2-dimensional work must have quality framing and be wired to be hung - no saw-tooth or other hanging system allowed except with prior approval. The MAC Curatorial Team or a representative thereof, reserves the right to hang, place or omit work as it deems appropriate for the best presentation of the exhibit and Gallery space as a whole.**

**Marketing Materials:** Artists shall provide information for marketing purposes according to the dates established in this document. The following information is required and must be presented in a timely manner. MAC reserves the right to exclude the artist from the exhibit if materials are not submitted in a timely manner. **All text files must be submitted in .doc or .docx format. Please export files from Pages on your ipad or MAC as .doc files.**

- **Text typed** (in .doc/.docx format only) according to the following format for labels to be printed by MAC. **See below**
- **High resolution image** for use in post card/advertising design (1200 pixels on longest side) MAC reserves the right to use and edit images submitted for exhibition with MAC for PR needs.
- **Artist Statement and Bio** Artists shall provide a statement and bio (no more than 500 words that fit one page) as well as a jpg portrait to be placed in an exhibition notebook in the gallery to be formatted by MAC. Artists' pages will be presented in alphabetical order.

**Removal of Exhibition:** Artists must remove their artwork from the Gallery on the dates and times posted or by appointment. MAC will not be held responsible for any work not picked up in a timely manner.

***Please acknowledge your understanding and acceptance of the Exhibition Agreement and Requirements below:***

MIDDLETOWN ART CENTER CONSIGNMENT SHEET

Artist Name/signature

Date delivered:

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(Artist)

(Gallery Representative)

Removal Date \_\_\_\_\_

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(Artist)

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(Gallery Representative)

Please fill out the labels format below with all info requested including **RETAIL** price for each work delivered. Copy and paste label as necessary and return to [middletownartcenter@gmail.com](mailto:middletownartcenter@gmail.com). If you are not able to work with the file, please enter info below in the format provided. Copy and paste and add a page if you need more space. Thanks!

PLEASE SAVE FILE WITH YOUR INITIALS OR NAME IN FILE NAME IE "MEMBERS SHOW LS". THIS IS VERY HELPFUL TO US!

***Title***, year

name

materials

\$RETAIL PRICE

***Title***, year

name

materials

\$RETAIL PRICE

***Title***, year

name

materials

\$RETAIL PRICE