

# COLLECTIVE

Gallery  
Art Project Space

## Exhibition Agreement/ Entry form

This is an agreement between

\_\_\_\_\_ of \_\_\_\_\_  
( the Artist)  
And

\_\_\_\_\_ of \_\_\_\_\_  
(the Gallery)

By which we agree:

1. Exhibition: The Artist shall provide the Gallery with the Artworks to be exhibited by the Gallery. The Artist shall pay an exhibition fee of £60 as agreed with the Gallery.
2. Warranty: The Artist hereby warrants that he/ she created the Artworks and that their descriptions are true and accurate.
3. Reproduction: The Artist reserves all rights to the reproduction of the Artworks except as noted in writing to the contrary. The Gallery may arrange to have the artworks photographed to publicise and promote the Artworks through means agreed by both parties. In every instance of such use, the Artist shall be acknowledged as the creator and copyright owner of the Artwork.
4. Venue and opening hours : The Gallery shall exhibit the Artworks from Thursday 12<sup>th</sup> August until Thursday 2<sup>nd</sup> September 2021.
5. Invigilation: The Artist is required to be in attendance at the Exhibition as agreed with the gallery.

6. Work: The Artist shall provide up to 5 pieces of Artwork as listed in the inventory in any medium. All submissions are to be made prior to the exhibition at a date set by the Gallery. All work should have a clear description in Font Ariel 14 detailing the name of the Artworks, medium used and cost. The cost of the work should be set out in bold.
7. Transportation responsibilities: Packing, transportation of and handling expenses and risk of loss or damage incurred in the delivery of Artworks from the Artist to the Gallery and in their return to the Artist shall be the responsibility of the Artist.
8. Delivery: The Artist shall deliver the Artworks to be selected for exhibition to the gallery on Tuesday 10<sup>th</sup> August at a time agreed between the Artist and the Gallery.
9. Responsibility for Loss or Damage: The Gallery shall be responsible for the safekeeping of all Artworks during the exhibition period. Additionally the Artist is responsible for insuring Artworks.
10. Installation: The Artist may be required to attend the venue to install their Artwork at a time agreed with the Gallery.
11. Collection: Art works should be collected after the exhibition has finished on 2<sup>nd</sup> September at a time agreed by all parties.
12. Publicity: The Gallery shall carry out publicity for the exhibition. Additionally the Artist is encouraged to publicise the event and invite guests to the private viewing and exhibition. The Artist shall provide the Gallery with the following publicity material:
  - A biography
  - A list of works to be exhibited including size, date and details of materials used
  - A portrait photo
  - Details of cost of each Artwork
  - Website and Instagram details
13. Sale of Work: All Artworks exhibited shall be for sale except where the Gallery agrees to exhibit work 'Not For Sale' which shall be stated in the exhibition catalogue or elsewhere in the exhibition. The Gallery can advise on pricing of the work but the Artist reserves the right to make the final decision.  
  
**Exhibited work shall be sold only through the Gallery during the exhibition period and the Gallery shall take commission on any sales at the rate of 25%. The purchase price less commission shall be paid to the artist by cash or as agreed on collection of all unsold work after the exhibition.**
14. Private view: A private view shall be held on 12<sup>th</sup> August between the hours of 6pm and 9pm. The Gallery shall provide wine and refreshments at its own expense.
15. Covid regulations: If required the Gallery will adhere to all government regulations in place.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signed \_\_\_\_\_ (the Artist)

And \_\_\_\_\_ (the Gallery)

### **Artwork Inventory**

Please note the following; Title, Medium, Size, Price, Framed or Unframed.

1.

2.

3.

4.

5.

Website:

Instagram: