



Cedar Key Arts Center
MEMBER ARTIST GALLERY
EXHIBIT CONTRACT

Exhibit Title: _____ Exhibit Date: _____

Artist Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

SS#: (required in order to issue payment) _____

Number of art pieces included in the show: See Attached List # of Items: _____

Responsibilities and Understandings:

- No fee. The majority of items should be for sale, unless otherwise arranged.
- Artist is responsible for hanging, maintaining and taking down his/her show including exhibit cards that include artist name, artwork title or description, price (or NFS) and item number (see below) unless arrangements have been made otherwise with Gallery Committee.
- Artist is responsible for numbering all items and providing a list of items to be sold that includes Item #, Title or Description, and Price (or not for sale) along with the artist's name, address, and contact information. A copy of this list must be given to the Cedar Keyhole to assure payment for sold items.
- Artist is responsible for providing a brief biography and artist statement.
- The Arts Center will be 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, however, Arts Center will provide an address list of members upon request.
- 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 around the 15th of the month following the exhibit. If total income for an artist exceeds \$600 a 1099 will be issued.

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

_____ Date: _____ _____ Date: _____