

## Brenau University Galleries Exhibition Contract:

This contract is between (name) \_\_\_\_\_ (herein called "Artist") and the Brenau University Galleries (herein called "Gallery") for the exhibition of works at the:

(Please Circle which gallery your exhibition is being held)

Sellars Gallery, Castelli Gallery, Presidents Gallery, or the Renaissance Gallery.

Artist Address: \_\_\_\_\_

\_\_\_\_\_

Artist Phone: \_\_\_\_\_

Artist Email: \_\_\_\_\_

Gallery Physical Address (For Package Shipments):

Director of Galleries: Gena Brodie Robbins

Sellars Gallery

Brenau University

Simmons Visual Arts Center

200 Boulevard, Gainesville, GA 30501

Gallery Mailing Address (For documents/small packages)

Director of Galleries: Gena Brodie Robbins

Brenau University

Sellars Gallery

500 Washington Street, Gainesville, GA 31501

Office Phone: 770-534-6181

The Artist and Gallery agree to the following deadlines and conditions (initial items below):

The Artist and Gallery agree to an exhibition of the Artist's artwork with the exhibition dates of **Nov. 2nd- Dec. 8th, 2023**, with an opening reception in Sellars Gallery on Thursday, **Nov. 2nd, 2023**.

1. Artist agrees and understands that Artwork Drop Off /Receipt Dates are **Oct. 23rd - 27th from 10-5 PM**, and that any work received after **Oct. 27th**, WILL NOT be exhibited.

2. Artist agrees and understands that Artwork pick up dates are **Dec. 8th from 4-6 PM and Dec.9th from 10-5 PM**.

3. The artist agrees and understands that if artist work is not picked up between the dates of Dec.8th and 9th, 2023, a 25 dollar fine will be administered, daily, until work is picked up. Work will become the property of Brenau Galleries if not picked up after 30 days from the Dec. 8th pick-up date and will be donated to charity.

4. Artist agrees to provide the Gallery with an Inventory of all artwork being exhibited which will include a picture of each work and:

- a. Artist's Name
- b. Title of each work
- c. Medium used for each work
- d. Price of each work offered for sale; if work is not for sale "NFS" must be indicated with insurance value indicated.
- e. Completed W-9 if artwork sells/to be emailed or hand delivered during artwork pick-up.

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Brenau Galleries: Seize the Clay Exhibition.

5. The Artist agrees he/she is responsible for all expenses incurred in shipping/delivering and return shipping of accepted/exhibited artwork.

6. The Artist agrees the artwork's condition will be suitable for display. Paintings or wall pieces must be wired and ready to hang and three-dimensional work must sit solidly on a flat surface. Please note: The Gallery reserves the right to reject any piece of artwork, which, in its opinion, is inadequately prepared for satisfactory display.

7. The Gallery agrees to exhibit artwork in an appropriate manner. The Gallery maintains complete control over the location, manner, coordination of the display, and necessary changes in display for artwork security.

8. The Artist grants the Gallery the right to publish images of their artwork to promote the art exhibit, future call for entries and the Gallery.

9. The Artist maintains that all artwork in the exhibit is original and does not infringe the rights of any other party. The Artist has obtained written permission of any people featured in the artwork or their parents/guardians if children under 18 are featured. Artist is fully responsible to obtain all model or property releases.

10. The Gallery retains the right to refuse to display any particular artwork or an entire proposed exhibit if in the discretion of the Gallery it deems that such work is inappropriate or unsatisfactory for display.

11. The Gallery, as agreed upon by the Artist in this contract, will offer the exhibited artworks for sale. The Gallery will collect a 20% donation (commission) from these sales. The Gallery agrees Artist payment for artwork sales will be sent 30 days upon the closing of the exhibition.

12. The Gallery has property insurance intended to cover artwork in exhibition in the event of any negligent acts or omissions on the part of the Gallery, its agents and employees. Before delivery the Artist will assign the value of the artwork. The Artist agrees to hold the Gallery harmless to any & all loss of property from: flood, hurricane, earthquake, terrorism, acts of war, and nuclear hazard. The Artist is encouraged to maintain his/her own property damage coverage and in the event that alternate coverage is available, the Gallery's insurance coverage shall be secondary.

13. The Gallery reserves the right to remove or relocate artwork for security purposes for events and/or facility rentals.

14. Both Artist and Gallery agree to this contract, and may be executed in duplicate with each copy, including faxed or emailed, considered an original.

Artist \_\_\_\_\_

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

Director of Galleries \_\_\_\_\_

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

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Brenau Galleries Exhibition Contract: Seize the Clay

Artist: \_\_\_\_\_

**Artwork 1**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Price: \_\_\_\_\_ or NSF value: \_\_\_\_\_

**Artwork 2**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Price: \_\_\_\_\_ or NSF value: \_\_\_\_\_

**Artwork 3**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Price: \_\_\_\_\_ or NSF value: \_\_\_\_\_

If you are exhibiting more than 3 works please create an additional page with the requested artwork details as above and add to the contract to be emailed to gallery@brenau.edu.

**Please Date and Sign upon Drop Off and Pick Up.**

Artwork Dropped Off/Received On \_\_\_\_\_, 2023

Artist Initials \_\_\_\_\_, Director of Galleries Initials \_\_\_\_\_

All Artwork Exhibited: Returned/Shipped or Returned/Picked Up \_\_\_\_\_, 2023

Artist Initials \_\_\_\_\_, Gallery Director Initials \_\_\_\_\_