

Artist Agreement- Upstairs Gallery- Special Exhibit

Artist

Name _____

Address _____

Phone _____

Email address _____

Website _____

Mediums _____

Show dates: _____

Set up dates: _____

Take down dates: _____

TAC Contact Person: _____

Terms & Conditions

Upon request, The Artist will provide TAC work samples for examination by the Standards Jury Committee. Submitted works will be juried on quality, creativity, originality of idea, design and execution. TAC reserves the right of final selection or rejection on pieces included in the exhibit. All artwork sold or displayed must have been created by the contracted Artist. TAC has the right to approve or reject any artwork for sale or display, with or without cause, at any time. If artwork is rejected, the contracted artist will be notified in writing or electronic email and will be expected to remove the rejected artwork within 3 days.

TAC may, at its discretion, market artwork produced and/or created by The Artist. The Artist agrees that photographs taken at TAC may be used in print and electronically to promote the Tullahoma Art Center. Photographs may be used by TAC for the purpose of promoting and/or encouraging the public to visit and/or of encouraging sales.

Any promotional expenses incurred by The Artist or any representative of The Artist, without prior, written, mutual arrangement with TAC, including but not limited to paid advertising, mailings, etc. will be paid 100% by the artist.

TAC will host an opening reception with a mutually decided day and time with the Artist. TAC will be responsible for refreshments and marketing the event using social media and print materials at their discretion. Artists are encouraged to market the exhibit to their client and social contacts.

Artist are responsible for the setup of the exhibit and the Director must approve method of attaching work to the walls. Artist are responsible for any additional furniture or display furniture and if items are available at TAC, the artist may use them for the exhibit.

Gallery will be broom cleaned and ready for set up based on the mutually agreed upon set up date. Artist is to leave the center in the condition that presented at the set up date.

The Artist will supply a bio/resume/statement of 100 words or less to be used for promotional materials which may be edited at the discretion of the TAC staff.

Artist will provide TAC with a list of each art piece with Title, if any, description (100 words or less) and sale price. TAC will be responsible for making labels for the exhibit.

Any items sold, will be marked as such and remain in the exhibit until the closing date of the exhibit. Artist is responsible for the delivery of the sold piece. The item may remain at the center for no more than 7 days from the end of the exhibit and the buyer may pick up the item during normal business hours of the center. In the event, the buyer does not pick up the item, the artist is to collect the item at the end of the 7 days and it is the artist's responsibility to deliver to the buyer. If it not collected by the buyer or artist, the item becomes property of TAC unless mutually agreed upon arrangements have been made.

Artist with a current TAC membership will be paid a 70 percent of the sales price; TAC will collect a 30% service fee. In the event a credit card is used for the purchase, non-members will receive 50 percent of the sales price; TAC will collect a 50% service fee. Members, who volunteer at least 8 hours per month and have volunteered those hours within 90 days prior to the exhibit, will be paid 80 percent of the sales price; TAC will collect a 20% service fee. If a credit card is used for the purchase, the commission paid will be in the net amount received by TAC. "It is the responsibility of each artist to pay the required Tennessee sales tax on the purchase price of the item. Tullahoma Art Center does not collect sales tax and is not responsible for any reporting to state agencies. Any advice on sales tax should be referred to their tax attorney.

If the exhibit is a group collection, then the Organization representing the artists must be a member in order to receive the 70 percent on sales of individual pieces. If an individual member is also a volunteer of TAC and has met the required hours within the 90-day period, they will receive 80 percent.

The current admission price to the exhibit is _____ for TAC members and _____ for non-members. This includes the opening reception. There is no charge for children under 18 years of age. Admission is waived for the artist's immediate family. Artists will be allowed 4 guest passes provided those names are delivered to the TAC prior to the opening of the exhibit.

TAC will be responsible for all bookkeeping. Artist have the right to inspect these records during normal business hours with a one-week (7 day) written notice. All payments to the artist will be made within 10 days of the close of the exhibit.

TAC takes great efforts to protect its inventory; however, TAC nor its employees, volunteers or Board shall be held liable for theft or damage to inventory or display systems or promotional materials. TAC recommends The Artist obtain personal, private insurance policies for protection from damaged or stolen items.

In witness whereof, each party to this agreement has caused it to be executed at TAC on the date indicated above.

Artist _____ Date _____

TAC _____ Date _____

Tullahoma Art Center

401 S. Jackson St.

Tullahoma, TN 37388

931-455-1234

art@tullahomaart.org

www.tullahomaart.org