



CARROLLTON CENTER FOR THE ARTS

ARTIST EXHIBITION AGREEMENT ROUSH FAMILY GALLERY AND GALLERIA

Title of Exhibit: _____ Guild Swap: The Visual Artists Alliance of LaGrange_____

Exhibition Dates: __April 7__ 2022_____ to _____May 12__ 2022_____

Beginning month/day/year

Ending month/day/year

Medium(s): _____

Artwork Delivery Date: _____March 28_____ Time: __11 am – 4 pm_____

Exhibition Reception Date: __April 7_____ Time: __5 – 7 pm_____

De-installation & Pick-up of Artwork Date: __May 13_____ Time: __11 – 4 pm_____

**Exhibitions are installed by CCA staff and are de-installed by the artist/lender(s), unless otherwise agreed upon in writing. If de-installation does not occur on the date list, CCA staff may take down the work and place it in storage to make room for the incoming exhibition.*

Organization Representative(s) Name: _____

Last

First

Middle Initial

Address: _____

Street

City

State

Zip

Phone: _____ Email: _____

Statement of Liability: The artist(s)/lender(s) warrants and represents that he/she is lending original artwork to be exhibited by CCA and that the works do not infringe the copyrights, trademarks, right of privacy or any other rights of any third parties, and of any other person. The artist hereby indemnifies and holds the City of Carrollton and the Carrollton Center for the Arts harmless for any claims arising from the exhibition and or sale of works in violation of the above warrants. Staff reserves the right to cancel or postpone any exhibit scheduled for reasons which include; changes to artists expected body of work, renovation of facility, etc. Staff will attempt to give at least 3 months notice if possible. By signing this application, I certify that I have read and agree to abide by all guidelines outlined on the form.

Organization Representatives(s) Signatures(s): _____ Date: _____

CCA Representative: _____ Date: _____

251 Alabama Street, Carrollton GA 30117 (770) 838-1083

mkuykendall@carrollton-ga.gov



CARROLLTON CENTER FOR THE ARTS

EXHIBITION POLICIES ROUSH FAMILY GALLERY AND GALLERIA

*Welcome! To make this exhibition a great experience, please review and sign the guidelines below.
Feel free to ask any questions you may have.*

1. All art forms must be suitably presented and ready for hanging or installation. Paint must be dry. Sharp and splintered edges should be encased or sanded so that they are safe to be touched. Sculptures should be stable and secure. Artwork brought in after the delivery date will not be hung.
 - a. Special hanging, installation or delivery accommodations may also be made, but must be agreed upon at the time of the contract signing. Special installation instructions will need to be provided to CCA staff one month prior to delivery of work so that CCA staff may be prepared to install.
1. The CCA has the authority to decline exhibit work that is not suitable for a wide audience or installation. Reasons for refusal could include mature subject material, poor framing, work that is in disrepair or unclean and artwork that does not fit into the theme or stylistic consistency of works agreed upon with CCA staff during the creation of the exhibition agreement. Works that are too heavy for safe installation may also be refused. This is especially important in the Galleria, which utilizes a track system for hanging works.
2. The organization will provide 2 - 3 high-quality digital images of work as soon as the show is contracted for marketing purposes. If the artwork for the exhibition is not completed, the provided images should reflect the theme, medium and style of the work to be exhibited. 10 weeks (2 and ½ months) prior to the opening, the organization will provide information for publicity and 2-3 additional high resolution images of actual works to be placed in the exhibit.
3. Exhibited artworks, unless stated otherwise in a written agreement, may be photographed by CCA for publicity, with a credit line given in each publication for the artist. Artists must also notify staff if gallery visitors should not be permitted to take photographs.
4. Artwork previously shown in either gallery of CCA cannot be displayed a second time in order to provide visitors with an exciting and changing series of exhibited works.
5. Only original works of art should be exhibited.
6. Invitational artists may have limited edition prints and giclees of their original work sold in the lobby area, located just outside the Roush Family Gallery with approval from CCA staff. Available prints should be brought on the delivery date, appropriately labeled as reproductions, signed separately and numbered as to position in the series and sealed in plastic.
7. One month prior to the opening, the organization will provide an inventory list. If you have the information available earlier, you may email it to mkuykendall@carrollton-ga.gov.
 - a. The organization will also notify staff if they would not like their pricing information to appear on exhibit labels.
8. Works may be edited out of the exhibit by CCA staff if the show becomes overcrowded. The organization will be consulted in such situations.
 - a. The display walls of the Roush Family Gallery are approximately 132 linear feet by 8 feet tall and 12 inches above the finished floor. A show of medium sized paintings is well represented with 25 pieces.
 - b. The Galleria has six walls. Five walls have a hanging space of approximately 18 feet wide and 8 feet high. The additional wall is approximately 13 feet wide and 8 feet high. As the Galleria includes exterior windows, the exhibition space does receive some direct sunlight in the morning, which may affect more fragile mediums, such as wax and hot glue.
9. Artists, who choose to install their shows themselves, must use hardware provided by CCA, unless otherwise agreed upon with staff. The staff will be on site for assistance. Marking on walls in the Galleria is not allowed.
10. If possible, the artist(s) is expected to attend the exhibit opening reception and provide an artist talk (formal or informal).

11. The gallery receives 20% of all sales of items displayed in the gallery and 20% of all limited edition prints and giclee's sold in the lobby. Artwork may not be removed until the show closes, unless approved by both parties in writing. The CCA staff will handle all sales.
12. Conditions of payment
 - a. A check will be mailed to each artist within 30 days of the end of the exhibition. A W9 may be required from each artist who sold work.
 - b. The artist/organization agrees not to sell any work shown in the gallery for less than the gallery price posted during the period of time it is on display unless agreed upon by both parties.
13. Any piece not collected by the specified pick-up date will be stored in the gallery storage room until collected, where after a period of 90 days the piece(s) become the property of the center to be used for whatever purposes deemed appropriate by the center.

What CCA provides for an exhibition:

- Gallery space and lighting
- Pedestals for three dimensional displays: (approximately 10 pedestals as available – 5 acrylic covers). *Availability may be limited.*
- Wall-mount pedestals (Can be used in the Roush only)
- Publicity (Invitations, public service announcements, etc.)
- Printing of gallery invitations (postcards)
- Insurance is provided for the duration of the exhibit. Artists/lenders can contact CCA for more information.
 - CCA cannot insure damaged or missing pieces *after* the pickup deadline recorded and agreed to in the artist/lender's contract.
 - If damage is discovered after the return or pick-up of work and the damage is assumed to have occurred during the duration of the exhibition, the lender must notify CCA within 30 days of the return or pick-up date.
- Installation of the exhibit, unless otherwise agreed upon.
- An opening reception including: setup, hors d'oeuvres, beverages and cleanup.
- Motion and door security alarms set during off-hours for the duration of the exhibition.
- Handling of sales of artwork
- Printing and installation of gallery labels from the inventory list provided by the artist(s).

What the artist provides for an exhibition:

- Presentable artwork, ready for hanging and display.
- High-quality digital images for invitation card and other publicity. (.jpg).
- Names to be added to the CCA invitation mailing list. (Up to 30 may be added)
 - Due two months before the exhibition.
- Information for publicity and inventory list of artwork to be exhibited.
 - The inventory list should include the following for each piece. (*Excel documents are preferred but not required.*) Artist, title of piece, medium(s), year completed, finished dimensions, price or NFS (If NFS, please list whether the piece is part of a private collection, collection of the artist or on loan from another gallery/museum. Please also indicate the value of the piece for insurance requirements.), a general description of the piece, method of display (wall hung, pedestal required or etc. and if a pedestal cover is required)
- Any changes in the organization/artist(s) address, contact or shipping information before or during the exhibition.

Any other special conditions may be added in an addendum to this agreement.

Organization Representative(s) and CCA staff agree to follow the above policies.

Organization Representative(s) Signature(s): _____ Date: _____

CCA Representative: _____ Date: _____