

Bry Art Gallery Exhibition Contract

This is a Microsoft Word form-field document. You may type or paste into a highlighted field. Tab key to move forward through the fields, Shift-Tab to move backward. Complete this form, save with artist name, print and sign.

This contract for exhibition of original artwork by

Artist name: [redacted]

(Hereinafter referred to as "Artist") and **ULM Bry Art Gallery** was entered into this **date:** [redacted].

- 1. Exhibition.** Artist agrees to exhibit the named work(s) in Bry Art Gallery on the campus of the University of Louisiana Monroe. The work will be on display from **date:** [redacted] to **date:** [redacted]. Artist agrees not to remove any work from the exhibition prior to the closing date.
- 2. Delivery & inventory.** Shipping of artwork must be scheduled with the Bry Art Gallery Director or Assistant Director. Artwork traditionally arrives no later than one week prior to the exhibition opening. Artist will clearly identify each work. Artist will provide an inventory sheet with title, medium, and price (or insurance value if not for sale) at least one week prior to the exhibition opening. It is expected that the artist will consider the public nature of Bry Art Gallery and provide work that is suitable for a campus community. The Bry Art Gallery retains the right to exclude individual pieces from the exhibition.
- 3. Sale of work.** Artist agrees to pay ULM Art Program a 20% commission from any sales directly resulting from this exhibition even after the exhibit closes. Purchase checks are to be written to the ULM Foundation. The foundation will then reimburse the artist less 20%.
- 4. Insurance.** From the time the work is received by Bry Art Gallery through the stated pick-up date, ULM will insure the work to the benefit of the artist in the amount of the retail sale price minus 20%. A completed inventory list must be provided at least one week prior to the exhibition opening to insure artwork. Should an insurance claim be submitted, previous receipts or documentation of work sold at the stated sale price may be required as proof of worth. Artist should insure the work at all other times.
- 5. Promotion.** For press purposes artists statements, resume, high resolution images of work to be exhibited, a brief description of work or body of work, and any quotes

or statements that the artist would like to make about the exhibition, should be delivered at least 60 days prior to the exhibition dates. A color postcard announcement, funded by the Campus Activities Board, will be printed and mailed using the Art Program mailing list. Additional addresses can be added to that list, if they are provided by the specified date.

- 6. Exhibition-ready work.** Artist agrees to provide instruction for and/or onsite direction of, the installation of artwork(s). Artist agrees to provide work that is ready for exhibition including any two-dimensional work framed or ready to hang. If the gallery walls are wood covered with carpet, it is recommended that works intended for wall display have wire cable or equivalent firmly attached to the back that can be hung from nails. Other hanging methods must be approved by Bry Art Gallery prior to installation. Three-dimensional works should be stable and secure. Artist and Bry Art Gallery shall agree upon requirements for, and provision of, display pedestals prior to installation of the exhibited work(s). Please provide a request for any technical requirements with this signed contract for review by our Technical Director. Bry Art Gallery will create and install exhibition tags with artist name, title, medium, and price, provided that the artist supplies this information within the appropriate time frame.
 - 7. Exhibition Receptions.** Bry Art Gallery does not sponsor exhibition receptions, but a reception can be negotiated with Bry Art Gallery. The date and time can be included on the printed postcard if provided by the specified deadline. A time can also be scheduled for a gallery talk.
 - 8. After the exhibit.** Artist agrees to pick up work on **date:** [redacted] after the close unless otherwise negotiated with the gallery director in advance of this date. Bry Art Gallery and the University of Louisiana are not responsible for work left after 30 days of the close of the exhibition.
 - 9. An honorarium** of \$ [redacted] is provided to help defray costs of presentation and pickup of work.
- Reproduction rights**, for the artwork on exhibit, are granted where the artwork appears in normal background photographs, or is used in promotion of the School of Visual and Performing Arts, or the University of Louisiana Monroe. Other uses shall be with the permission of the artist.

For information contact Bry Art Gallery

Brooke Foy, Director, 318-342-1340, foy@ulm.edu

SAMPLE
 For viewing only
 Download form field docx
 to complete for submission

Artist name: [redacted]	Artist SS#: [redacted]
Address: [redacted]	
City: [redacted]	State: [redacted] Zip: [redacted]
Phone(s): [redacted]	e-mail: [redacted]

 Brooke Foy, Director
 Bry Art Gallery

 Date

 Artist Signature

 Date