Broward Art Guild

Guest Exhibition Contract

3280 NE 32nd Street ■ Fort Lauderdale, Florida 33308 ■ 954.537.3370 ■ www.browardartguild.org ■ info@.browardartguild.org

This contract for exhibition of original artwork by _____ (hereinafter referred to as "Artist(s)") and **Broward Art Guild Gallery** was entered into this **date:** **00/00/00** The exhibit is titled _____.

1. Exhibition. Artist(s) agrees to exhibit in the Broward Art Guild Gallery, located at 3280 NE 32nd Street, Fort Lauderdale, Florida 33308. The work will be on display from **00/00/00** to **00/00/00.** Artist(s) agrees not to remove any work from the exhibition prior to the closing date, unless sold.

2. Exhibit Fees.

a. A non-refundable fee of $250, with the exception of acts of God (Hurricane, etc.), plus a security deposit of $150 (refundable based on terms outlined in items #8 and #9) is required at least one month prior to scheduled exhibition intake date. Security deposit monies will be returned to Artist(s) within 2 weeks after close of exhibition (with noted exception listed in #9 below), payable via check.

3. Delivery & inventory. Shipped work must arrive no later than one week prior to the exhibition opening. Hand delivered work must be delivered on the date arranged by the Artist(s) and the Broward Art Guild. Artist(s) will clearly identify each work with Artist's name and title on reverse. Artist(s) will provide an inventory sheet with title, medium, and price at least one week prior to the exhibition opening. It is expected that the Artist(s) will consider the professional nature of Broward Art Guild Gallery and provide work that is suitable for a professional gallery setting. Wall-hanging works must be wired for hanging, presented with clean mattes (where applicable) and frames must be in good, stable condition. Three-dimensional works must be able to be displayed securely. The Broward Art Guild retains the right to exclude individual pieces from the exhibition for works that do not meet these criteria.

4. Sale of work. If exhibiting Artist(s) handle their own transactions for the sale of works from this exhibit, the Broward Art Guild accepts no commission. Artist(s) agrees to pay Broward Art Guild a 10% commission from any sale transactions handled by the Broward Art Guild. Purchase checks are to be written to the Broward Art Guild. The Broward Art Guild will then reimburse the Artist(s) less 10%. Sold works can only be removed from the Broward Art Guild Gallery after funds have cleared from purchaser. Monies paid to the artist(s) for any sales from this exhibition will be in the form of a check, mailed out within two weeks after the closing of the exhibition. Payment methods accepted by the Broward Art Guild are cash, checks, and major credit cards.

5. Insurance. Artist(s) are responsible for insuring their work. The Broward Art Guild holds no responsibility for loss, claims or damages resulting from this exhibition.

6. Promotion. If 1-3 images are provided by **00/00/00** we can include them in our e-mail announcements pertaining to this exhibition, as well as include it with our press release. If multiple artists will be showing during this exhibition, one image per exhibiting artist may be submitted for these purposes (maximum 6 total images).

7. Exhibition-ready work. Artist(s) agrees to provide instruction for, and/or onsite direction of, the installation of artwork(s). Artist(s) agrees to provide work that is ready for exhibition including any two-dimensional work framed or ready to hang. It is required 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 the exhibition committee prior to installation. Three-dimensional works should be stable and secure. Artist(s) and Broward Art Guild 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 Executive Director. A manifest of exhibited works, including Artist(s) name, title, medium, and price should be e-mailed to info@BrowardArtGuuild.org or delivered to our Gallery during normal business hours. Broward Art Guild Gallery will create and install exhibition tags provided that the Artist(s) supplies this information at least one week prior to installation.

8. Opening Reception. Broward Art Guild Gallery does not sponsor Private Exhibition opening receptions; however Artist(s) can hold a reception at the Broward Art Guild Gallery based on the following guidelines:

a. As part of this contract Artist(s) have the option of providing a reception as
   - An evening reception (6:30-9:00pm, with the setup starting at 5:00pm and cleanup by 10:00pm) Friday **00/00/00.**

b. Artist(s) are responsible for setup before and cleanup after the reception. The Broward Art Guild will provide use of vacuum cleaner, broom, mop and necessary cleaning products. Failure to restore Gallery to its prior, presentable condition may result in forfeiture of part or all of Artist(s) security deposit.

c. Food, beverages, plates, napkins, utensils, cups, condiments, ice, etc. are the responsibility of the Artist(s).

d. A Broward Art Guild representative will be on premises at all times during reception, however, artist(s) are responsible for manning beverage station, of applicable. If the Artist(s) wish to serve alcohol at their reception, beer and wine may be served, however, no monetary transaction for alcoholic beverages is allowed. No hard liquor will be permitted.

9. After the exhibit. Artist(s) agrees to pick up work on **00/00/00.** A $10 per week (or part thereof), per piece storage fee will be incurred on works not picked up by the date specified above. This storage fee will be deducted from Artist(s) security deposit, and balance thereof will not be returned until works have all been picked up from Broward Art Guild Gallery. Works not picked up 60 days after pickup date become the property of Broward Art Guild.

Exhibiting Artist(s) Name(s)

Name
Address
Phone

_____
Artist(s) Name *Date*

Security Deposit refund check should be made out to:

Name: _____

Address: _____

City: _____State:___ Zip:_____

Broward Art Guild Official:

_____
Name, Title *Date*

SAMPLE