



**Narrative description of exhibit concept:** (Please also include estimated number of pieces)

Title of Exhibit: \_\_\_\_\_

Space & Time Preference:

Burnsville \_\_

- Spring
- Summer
- Fall
- Winter

Spruce Pine \_\_

- Mid-June-July
- Mid-August - September

Please list a title and description for all images submitted for review:

- 1)
- 2)
- 3)
- 4)
- 5)

If submitting cooperative proposal, **each artist** must provide an application form with pertinent information, submit images of their work as well, and include an artist statement and resume.

The toe River Arts Council also reserves the right to curate its own exhibits.

Drop off completed proposals at either TRAC location (102 West Main, Burnsville or 269 Oak Avenue Spruce Pine), or mail your proposal to be received by 5:00 p.m. March 15, 2011: TRAC, PO Box 882, Burnsville, 28714. Please contact 828-682-7215 for further information.

Fiel: mycomputer/ellen/exhibitproces/application1-11-2011

**TOE RIVER ARTS COUNCIL**  
**EXHIBITION CONTRACT - Burnsville Gallery 828.682.7215**

This contract, entered into outlines the terms of agreement by and between the **Toe River Arts Council** (hereinafter referred to as **TRAC**), and \_\_\_\_\_.

Agreed dates of Exhibit: \_\_\_\_\_

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

Exhibit Set-up Date: \_\_\_\_\_ (usually two days prior to opening)

Exhibit Take-down Date: \_\_\_\_\_ (usually first business day after the exhibit)

Reception Date and Time: \_\_\_\_\_

**TRAC WILL:**

1. Provide a staff person to help coordinate your exhibit with you
2. Assure exhibit space will be clean and ready for hanging a show on \_\_\_\_\_
3. Provide pedestals for use during the exhibit.
4. Maintain gallery hours of operation (Mon through Sat from 10am – 5pm) for the duration of the exhibit.
5. Have staff available to advise in setting up the show
6. Provide professional lettering for the exhibit "title" for display on the wall with the cost charged to the artist (approximately \$30).
7. Provide labels for each piece of work submitted for the exhibit
8. Maintain a computerized list of inventory submitted, sold and returned to artist
9. Charge 40% commission on sales from the exhibit.
10. Collect sales tax and be responsible to pay the state when due
11. Issue payment for all sold items within approximately 15 days after the exhibit closes.
12. Supply paper goods and non-alcoholic beverages for the reception. (napkins, cups, plates, etc.)
13. Publicize the exhibit via TRAC email announcements, local news releases, and local radio.
14. Supply membership address labels (approx. 500) upon request.
15. Contribute \$25.00 toward postcards and mailing.
16. Make available their bulk mail permit; approximate cost of permit mailing is 18¢ per card.

**Artist agrees to:**

1. **Two weeks prior** to exhibit, provide TRAC with a complete inventory of all artwork brought into the gallery including title, media, size and retail price for each piece, regardless if it is NFS (this is for insurance purposes).
  2. Transport and set up show at the TRAC Gallery on agreed date \_\_\_\_\_
  3. Provide digital images and relevant exhibit information (i.e., bio, resume, artist statement etc) to TRAC for advertising, according to the Artist timeline checklist.
  4. Take down their exhibit within two days of the closing date unless otherwise agreed upon. Artist(s) are responsible to do a "Closing Inventory" and have it signed by the gallery manager./exhibit coordinator
- TRAC staff has the option of rearranging displays if needed.
  - TRAC has an open policy about photographing exhibits. Unless notified in writing TRAC assumes that permission is granted to photograph works for publicity, catalog, educational purposes, exhibition documentation or for the TRAC website

\_\_\_\_\_  
*Artist's Signature*

\_\_\_\_\_  
*TRAC Exhibit Coordinator*

\_\_\_\_\_  
*Date*

Artist mailing address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_