

**TOE RIVER ARTS COUNCIL**  
**EXHIBITION CONTRACT – Spruce Pine Gallery 828.765.0520**

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 for the duration of the exhibit.
5. Have staff available to advise in setting up the show
6. Provide labels for each piece of work submitted for the exhibit
7. Maintain a computerized list of inventory submitted, sold and returned to artist
8. Charge 40% commission on sales from the exhibit.
9. Collect sales tax and be responsible to pay the state when due
10. Issue payment for all sold items by the 15th of the month following the closing date of the exhibit
11. Supply paper goods and non-alcoholic beverages for the reception. (napkins, cups, plates, etc.)
12. Publicize the exhibit via TRAC email announcements, local news releases, and local radio.
13. Supply membership address labels (approx. 500) upon request.
14. Contribute \$25.00 toward postcards and mailing.
15. Make available our 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 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.
  5. Absorb the cost of professional lettering for gallery walls, if so desired. (TRAC staff can assist with the design and ordering. Cost is approximately \$30).
  6. Absorb the cost of printing a professional postcard for mailing. (TRAC staff can assist with the design and ordering of postcards).
  7. Prepare the bulk mailing of postcards. This consists of affixing labels and arranging by zip codes. (TRAC staff will be available to advise on post office procedures)
- TRAC staff has the option of rearranging displays if needed.
  - TRAC has an open policy about photographing exhibits.

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

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

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

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

Telephone: \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_