



**TOE RIVER ARTS Spruce Pine Gallery**  
**EXHIBIT AGREEMENT**

Contact: Exhibit Manager Kathryn Andree, kathryn@toeriverarts.org

This contract outlines the terms of agreement by and between Toe River Arts and:

Name of Artist, Group or Organization: \_\_\_\_\_

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

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

Exhibit Place: \_\_\_\_\_

Exhibit Set-up Date: \_\_\_\_\_

Exhibit Take-Down Date: \_\_\_\_\_

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

**Toe River Arts Agrees to:**

1. Provide a staff person to assist in coordinating the exhibit details
2. Assure exhibit space will be clean and ready for installing the exhibit
3. Provide pedestals (as are available) for use during the exhibit
4. Maintain gallery hours of operation [10:30am to 5pm, Tues-Sat) for the duration of the exhibit
5. Provide labels for each piece of work submitted for the exhibit
6. Maintain a computerized inventory list of work submitted and sold
7. Charge 40% commission on sales from the exhibit
8. Collect sales tax and be responsible to pay the state when due
9. Issue payment for all sold items by the 15th of the month the month after the exhibit closing date
10. Publicize the exhibit via Toe River Arts email announcements, social media, local news releases, and local radio
11. Supply paper goods and non-alcoholic beverages for the reception (napkins, cups, plates, etc.) (if applicable)
12. Supply membership address labels (approx. 400) upon request (if applicable)
13. Contribute \$25 toward exhibit postcard mailing (if applicable)
14. Make available our bulk mail permit (approximate cost of permit mailing is 19¢ per card) (if applicable)

**Artist Agrees to:**

Provide Toe River Arts 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 (insurance purposes) at least two (2) weeks prior to installation

1. Transport and install the exhibit at the Toe River Arts Gallery on agreed date (staff will be available for consultation as needed)
2. Provide digital images and relevant exhibit information (i.e., bio, resume, articles, artist statement, etc.) to Toe River Arts four (4) months prior to opening date to be used for promoting the exhibit
3. Take down exhibit within two (2) 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 personnel
4. Absorb the cost of professional lettering for gallery walls. (Toe River Arts staff can assist with the design, ordering, and installation. Cost is approximately \$30.) (if applicable)
5. Absorb the cost of printing a professional postcard for mailing (Toe River Arts staff can assist with the design and ordering of postcards.) (if applicable)
6. Prepare the bulk mailing of postcards and absorb the cost of the mailing minus \$25. This consists of affixing labels and arranging by zip codes. (Toe River Arts staff will complete documentation and deliver to post office.) (if applicable)
7. Provide all reception food and beverages, not supplied by Toe River Arts (as listed above) (if applicable)

Toe River Arts has an open policy about photographing exhibits. Toe River Arts gallery staff has the option of rearranging displays if needed. Toe River Arts has the discretion to photograph the exhibits and put items in our online store.

Artist's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

Toe River Arts Exhibit Manager \_\_\_\_\_ Date \_\_\_\_\_