

## Artworks EXHIBIT AGREEMENT

**Artworks' vision and mission guide the selection  
of art and themes of exhibits.**

Our Vision: "Bringing the Arts to Life"

Our Mission: "Artworks initiates and promotes humanities and art activities  
that enrich lives, nurture creativity and vitalize our community."

### **Artworks Exhibit: In the Garden: Miniatures**

**Installation:** The curators for the exhibit in Painted Turtle Gallery will be the members of the Artworks Exhibit Team. The exhibit team will hang the exhibit. Artworks reserves the right to display or not display any piece submitted.

- Wall art must have hanging wire firmly attached. (Special hanging needs must be discussed with exhibit coordinator and noted prior to hanging dates.)
- An identification tag must be attached to your piece of work in duplicate.
- Guest artists receive a 60% commission based on sale price. (Note: Business form and W-9 must be on file before payment is issued.)
- Artworks member artists receive their customary commission. Business form and W-9 are on file.

**Safety:** Artworks will take all reasonable precautions to keep the work safe. Artworks has an extensive alarm system and video cameras are installed in multiple locations including both galleries. Artworks does carry liability insurance however, participants assume all risks and provide insurance on their own art. Artworks is NOT sprinklered.

**Marketing:** Poster design and printing of posters will be handled by Artworks. Postcards may also be available as an invitation for the exhibit and reception. Print, radio and social media will also be used to market this exhibit.

- Artworks is hereby given permission to use logo, names, and pictures of the exhibited items for marketing purposes.
- Are you willing to be interviewed by the radio or newspaper for this exhibit? Please call to confirm details.

Initial here:

**Reception:** Artworks will plan a public reception for 50 people. (See date on following page).

- Generally, receptions are planned for Thursday Evenings from 5:00 pm – 6:30 pm.

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## Items needed from Exhibitor

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- Return Signed Exhibit Agreement by March 30, 2019.**
  - **Information for wall cards is due one week prior to exhibit hanging date via email to pheeter339artworks@gmail.com or a paper copy**
  - Information Needed: **Title, Medium, \*Price, or NFS (See form on page 3.)**  
(\*include Artworks 40% commission.)
- Electrical needs: please describe:  

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  - Note: Exhibitor is responsible for any equipment needed for videos, slide shows, etc.
- Pick up unsold items from 3 – 5 pm on the last Saturday of exhibit. If unavailable to pick up items at this time arrangements should be made with Pat (see contact info below)

<b>Important Dates</b>	<b>Important Deadlines:</b>
Exhibit Dates: 6/6-7/27	Exhibit Agreement Due: <b>March 30</b>
Exhibit Installed: 6/3-5	Wall Card Info Due: by 5/24 (See Page 3)
Reception date: 6/6	Exhibit Delivered: by 6/3 @ 10 AM
5-6:30	Exhibit Picked Up: 7/27 from 3-5 pm.

One to three items limit. I plan on entering

- 2-3 Dimensional wall art piece
- 3-Dimensional art piece

Artist/Company Representative:

Artworks Representative:

\_\_\_\_\_  
Signature  
Name: \_\_\_\_\_  
Date \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Contact information:

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ARTWORKS:  
106 N. Michigan Ave  
Big Rapids, MI 49307

Pat Heeter, Exhibits  
(231) 250-1848  
pheeter339artworks@gmail.com

Lynne Scheible, Executive  
Director  
office (231)796-2420  
cell (231)598-4017  
artworksinbr@gmail.com

## Artworks EXHIBIT AGREEMENT

### **Due with your art work:**

Please fill out in duplicate for each entry  
and **attach both to back of piece.**

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Artist's Name & **Number**

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Artist's phone numbers

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Entry Title:

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Medium of Work

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Sale Price or NFS:

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Pick up Date:

Please clear with gift shop manager any art  
to be moved to the shop and indicate here  
that you wish us to move it to the shop.

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