

06-01-14

Susan Schenk

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Dear Susan,

The **Clackamas County Arts Alliance** is pleased that you are interested in exhibiting your artwork at the **Development Services Building- Entry Gallery**, at **150 Beaver Creek Road, Oregon City OR 97045**, as part of our Artist Exhibit Program. The following points will define the terms of our agreement, and our mutual obligations. **Please read this contract carefully**; if you agree to all the terms, sign the two copies where indicated, keep one copy for your records, and return the other copy now to the Exhibit Coordinator: **Sue Allen, PO Box 8, Brightwood OR 97011.**

TERMS:

(1) Susan Schenk, ARTIST,

agrees to display between **6-8** works of **original art** on the walls of the **Development Services Building- Entry Gallery**, beginning on **Thursday, July 10, 2014** and concluding on **Thursday, October 9, 2014**. The ARTIST will **deliver** artwork to the gallery promptly at **10 am** on **July 10**, and will arrive for **pickup** promptly between **9-11 am** on **October 9, 2014**. (Details will be confirmed between the Exhibit Coordinator and the ARTIST)

(2) The installation and removal of all the artwork will be executed only by Sue Allen, the Arts Alliance Exhibit Coordinator. The selection of the specific work will be by mutual agreement between the Arts Alliance Exhibit Coordinator, and the ARTIST. **All artwork is to remain on display for the duration of the 3-month exhibit period** (with few exceptions, and then only with replacement with a similar piece; but only the Exhibit Coordinator will remove or hang any artwork at the gallery).

(3) The ARTIST will provide work ready for installation— properly mounted and framed, with proper hanging wire, well secured at both sides of frames (please, no sawtooth or triangle hangers). All glass, mats, frames and artwork must be clean and in good repair. More detailed instructions are included on your *GUIDELINES* sheet.

(4) The ARTIST will provide the Arts Alliance Exhibit Coordinator with label inventory information of work to be displayed, using the form provided. Please return the filled-in form in the enclosed envelope at least two weeks before your installation, to the Exhibit Coordinator at her address listed above. The Arts Alliance will maintain inventory records and provide identification wall labels for each of the artworks. **The ARTIST must attach to the back of all artwork their name, title of artwork, medium, and contact information.**

(5) Sales of the installed artwork are permitted and encouraged. All sales inquiries will be referred directly to the ARTIST, who is responsible for any and all sales agreements. Neither the Arts Alliance nor Clackamas County will assess a commission on sales of artwork (please price artwork with this in mind), and none of these agencies will participate in direct negotiation of any sales agreements, nor any future mediation which may be required as a result of sales agreements. When an artwork sells, the ARTIST should notify the Exhibit Coordinator, so a red sold dot can be placed on that label. **At no time is the ARTIST permitted to remove any artwork from the gallery during their exhibit.**

(6) CCAA always respects an artist's relationship with a commercial gallery. If you are contracted with a commercial gallery, especially in our area, it is your responsibility to inform them of your exhibit with CCAA. If your gallery relationship requires co-identification on our exhibition materials (ie "artist work courtesy of ____ Gallery"), you must provide that information to us with your label list sheet. **Please honor any exclusives that you have with your other galleries.**

(7) The ARTIST will be fully responsible for insuring or self-insuring the artwork on exhibit against any and all damages. While the staffs of the Arts Alliance and Clackamas County will exert all reasonable efforts to protect the artwork from theft, vandalism, or other damages, the ARTIST agrees that by signing below he/she be fully liable for any and all problems to and with the artwork which may be due to installation in the gallery. The ARTIST further agrees to hold harmless the Arts Alliance and Clackamas County, and various staffs of these named agencies for any and all problems and/or damage to the artwork while it is installed.

(8) The ARTIST agrees to permit use of his/her name, and use of electronic reproductions of the installed artwork, as part of any publicity efforts initiated by the Arts Alliance on behalf of this program. The ARTIST agrees that any publicity that he/she initiates on his/her own will always include reference to the **Clackamas County Arts Alliance as curator and co-sponsor of the exhibition.**

Agreed,

Susan Schenk
ARTIST

Sue Allen
Clackamas County Arts Alliance, Exhibit Coordinator

x _____

x _____

date _____

date _____