

January 1, 2016



John Doe

1111 Address Street

City OR 97000

H: 503-000-0000 | C: 000-000-0000

Email address | Web address

Dear John,

The Clackamas County Arts Alliance (“CCAA”) is pleased that you are interested in exhibiting your artwork at the Public Services Building- Entry Gallery, at 2051 Kaen 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 contract where indicated, keep a copy for your records, and return a copy now, by email, to the Exhibit Coordinator: sue@clackamasartsalliance.org (CCAA, Attn: Sue Allen, PO Box 2181, Oregon City OR 97045)

TERMS:

(1) John Doe, ARTIST, agrees to display between 8-12 works of original art on the walls of the Public Services Building- Entry Gallery, beginning on Thursday, May 12, 2016, and concluding on Thursday, August 11, 2016 (“Exhibit Period”).

The ARTIST will deliver artwork to the gallery promptly at 10:00 am on May 12, 2016, and will arrive for artwork pickup between 10-11 am on August 11, 2016. (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 CCAA Exhibit Coordinator. The selection of the specific work will be by mutual agreement between the CCAA 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 install any artwork at the gallery).

(3) The ARTIST will provide work ready for installation— properly mounted and framed, with picture hanging wire, well secured at both sides of frame hardware (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 CCAA Exhibit Coordinator with label inventory information of work to be displayed using the form provided to you by email. Please return the filled-in form, or an email list of information required, at least two weeks before your installation date, by email to the Exhibit Coordinator at sue@clackamasartsalliance.org. CCAA will maintain inventory records and provide the identification wall labels for each of the artworks listed. Keep a copy of your label list for your file. The ARTIST must attach to the back of all artwork the your name, the title of the artwork, and contact information.

(5) Sales of the installed artwork is permitted and encouraged. All sales inquiries will be referred directly to the ARTIST, who is responsible for any and all sales agreements. The CCAA takes no commission on sales of artwork (please price artwork with this in mind), and will not 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 dot can be placed on that label in the exhibit, indicating sold. At no time is the ARTIST permitted to remove any artwork from the gallery during their exhibit period.

(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 inventory 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 staff of the CCAA will exert all reasonable efforts to protect the artwork from theft, vandalism, or other damages, the ARTIST agrees that by signing below he/she will 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 CCAA and staff 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 CCAA 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.

John Doe
ARTIST

Cheryl Snow, Executive Director
Clackamas County Arts Alliance

(signature)

(signature)

(date)

(date)