



## Windsor Art Center Exhibition Agreement

This Exhibition Agreement is made between Windsor Art Center, Inc., a Connecticut not-for-profit corporation having an address at 40 Mechanic St. Windsor, CT, 06095, ("WAC") and **FIRST NAME LAST NAME** (Artist), having an address for notices at [REDACTED] ("Artist Address"), subject to the terms and conditions contained herein.

Artist Legal Name: [REDACTED]

Artist Full Mailing Address: [REDACTED]

Artist Phone #: [REDACTED]

Artist email address: [REDACTED]

Exhibition Title: [REDACTED]

Exhibition Dates: [REDACTED]

Opening Reception Date/ Time: [REDACTED]

Artwork Delivery Date/Time: [REDACTED]

Artwork Pickup Date/ Time: [REDACTED]

Please complete the attached Exhibit A. listing works in the exhibition and attach to this document.

**Artwork:** Artwork shall remain in the gallery for the duration of the show. Windsor Art Center in its sole discretion shall determine placement and duration of artwork in the exhibit. All wall art must be ready to hang utilizing hanging wire or D rings. No saw tooth hangers or clip frames please. Please advise Windsor Art Center if your work needs special attention. Artists are required to include pedestals or any other required exhibition installation hardware needed for display.

**Payment:** The Artist agrees that Windsor Art Center will retain a 30% commission on all sales of artwork during the show and for ninety days thereafter. This commission shall be included in the list price provided by the Artist in Exhibit A. All sales shall include a Connecticut sales tax, to be collected by Windsor Art Center and remitted to the State of Connecticut. Windsor Art Center will arrange all transactions of sold artwork. Windsor Art Center will record all sales and provide payment to the Artist within thirty days of the closing show. Windsor Art Center agrees to make payment to the Artist within 30 days after the conclusion of the exhibit and all remaining art work has been picked up.

**Artwork Retrieval:** Payment for sold artwork, if any, will not be provided until all of the Artist's exhibited artwork has been picked up. It is the Artist's responsibility to arrange for timely artwork retrieval during hours directed by WAC.

**Insurance:** The Artist must insure any artwork with a listed price exceeding \$10,000. Adequate insurance coverage is the responsibility of the Artist to protect against loss or damage during the exhibition period. WAC does not provide fine arts insurance or indemnity for exhibited work.

**Pricing:** The prices listed in Exhibit A of this contract are final. The Artist agrees that the prices for their artwork shall not be altered during the exhibition or for 90 days thereafter without prior written consent from both parties.

**Display as "Not For Sale":** The Artist may choose to display their art as "Not For Sale" during or for 90 days following the exhibition. However, such designation must be clearly communicated and agreed upon by the Windsor Art Center prior to the exhibit. This does not apply to juried exhibits.

**Associated Programming:** The Artist agrees to attend the opening reception and participate in an Artist Talk if agreed with and approved by Windsor Art Center. Program details will be agreed with and approved by Windsor Art Center three months prior to opening reception. All associated programming is subject to approval by the WAC Board of Directors.

**Promotions:** The Artist must provide the following items to Windsor Art Center no later than 90 days before the opening reception: Artist resume, biography, Artist statement, and 2-4 high quality digital images (no less than 300 dpi) of Artist's work to be exhibited. Windsor Art Center retains the right to photograph and document all work that is hung in the exhibitions for use in promotions in print, online and wherever deemed useful in promoting the Artist's work, exhibitions, and the mission of Windsor Art Center. Windsor Art Center may not use representations from the exhibit for commercial purposes.

Artist Authorized Representative Name (If applicable): \_\_\_\_\_

Representative Contact Information: \_\_\_\_\_

(This individual has permission to deliver and/or pick up artwork and make decisions on behalf of the Artist)

I have read the above terms of agreement and am in accord with them.

\_\_\_\_\_  
\_\_\_\_\_  
Artist or Authorized Representative                      Signature    Date

\_\_\_\_\_  
\_\_\_\_\_  
Windsor Art Center Authorized Signator    Signature    Date

**Exhibit A.**

Artwork Title	Size, Medium, Year created	Price	Description or image (If applicable)	Installation Handling Notes (If Applicable)

*Please attach a separate sheet for any additional works in the exhibit.*

**Artwork Picked Up by:**

Artist or Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WAC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_