



Cultural Arts Gallery Exhibition Agreement

This agreement for exhibition of original artwork by and between The Low Country Turners artist,
_____ (hereinafter referred to as "Artist") and The Department of
Cultural Affairs (hereinafter referred to as "DCA") was entered into this ___ day of _____,
2016.


Artist Name _____
 Artist Address _____
 City, State _____
 Contact number(s) (W) _____ (H) _____ (C) _____
 Email address _____

DCA and the Artist agree to:

1. Exhibition. Artist agrees to exhibit artwork in the Cultural Arts Gallery, managed by DCA. The work will be **on display from March 4 – April 1, 2016**. Artist agrees not to remove any work from the exhibition prior to the closing date.

2. Delivery & Inventory. Artist will arrange for delivery of work to the Department of Cultural Affairs no earlier than *one week* prior to exhibition. The DCA Gallery Coordinator retains the right to exclude individual pieces from the exhibition. *Please list works selected for exhibition below or on another sheet if you need more room.*

Title of Work	Medium	Dimensions	Price
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____



3. Sale of work. Artist agrees to pay DCA a 20% commission from any sales during this exhibition. Purchasers must agree to leave the art work on display through the duration of the exhibition.

4. Insurance. Art work exhibited is exhibited at the artist's risk. The Department of Cultural Affairs or the staff cannot be held responsible for damages that may incur at any time, during, before, or after the exhibition of the art work. The artist is responsible for any insurance, if desired.

5. Exhibition-Ready Work. Artist agrees to provide work that is ready for exhibition including any two-dimensional work framed and ready to hang. DCA will provide technical equipment as required, to the extent possible. Please provide technical requirements with this signed contract.

6. Hanging/Installation of Work. DCA requires a gallery procedures/space planning walk through with the Artist at least *two weeks* prior to the opening of the exhibition. The Artist is responsible for the installation and the de-installation of the exhibition. DCA maintains artistic control over the final presentation. **Installation dates are March 1-3, 2016.**

7. Artwork Pickup. Artist agrees to pick up art work on **Monday, April 4, 2016** unless otherwise negotiated with the gallery coordinator in advance of this date. DCA is not responsible for art work beyond this date. Any art work not picked up within 30 days of the pickup date is considered a donation to DCA and may be used or disposed of as DCA deems appropriate.

The parties agree that this is the entire agreement between the parties concerning the matter addressed herein and all prior written or oral negotiations and agreements are merged herein. Any modifications or amendments to this agreement must be in writing and signed by all parties. This agreement may not be assigned by any party. A signed copy of this contract must be returned to The Department of Cultural Affairs, 9 West Henry St, Savannah, GA 31401.

Artist's signature

The Department of Cultural Affairs

Date

Date