

Guild of Creative Art

620 BROAD St. / ROUTE 35, SHREWSBURY, NJ 07701

(732) 741-1441 guildofcreativeart@verizon.net www.guildofcreativeart.org

CONTRACT FOR GALLERY RENTAL

This is the contract for your review and signature. Please print, complete, sign, date, and return to the address above, c/o Exhibits Chair. Keep a copy for your records & note important dates on your calendar.

Single Artist Show _____ **Multiple Artist Show** _____

Please list all participating artists (Note: all must be Guild members in good standing).

1) Artist Name _____ **email** _____

Address _____ **State** _____ **Zip** _____

phone _____ **cell** _____

2) Artist Name _____ **email** _____

Address _____ **State** _____ **Zip** _____

phone _____ **cell** _____

3) Artist Name _____ **email** _____

Address _____ **State** _____ **Zip** _____

phone _____ **cell** _____

4) Artist Name _____ **email** _____

Address _____ **State** _____ **Zip** _____

phone _____ **cell** _____

Dates of Show _____ **to** _____ **Date of Hanging** _____

Date of Reception _____ **Time** _____ **to** _____

Date Show to be Removed _____

Main Gallery Rental Fee \$500

Retainer Fee (a 50% deposit required with return of signed contract) **Pd. \$** _____ **Date** _____

(Note: the deposit for gallery rental is non-refundable except under special circumstances and with Board of Directors' approval.)

Hanging Fee: Note: There is no hanging fee or fee if the Guild is to produce the ID tags:

Preparation of I.D. Tags: tags should be business card size (3½ x 2 inches) and on business card stock. Type to be centered, line for line, in this order: 1) title, 2) artist's name, 3) medium, and 4) price \$. Tags should be placed below or to right of artwork. A complete and final list must be provided 10 days before the hanging date or else we will not be responsible for tags. If the Artist makes his/her tags, a complete list of artwork with titles/prices must also be given to the Guild for reference.

Rental Balance (must be received at least 2 months prior to the Show) Amount \$ _____ Date _____

Sale of Art: All artwork must be for sale. Sales will be handled by The Guild. Artists will receive 66 2/3% of the amount of the sale during the duration of the display. 6.625% NJ sales tax will be charged on all sales.

Hanging Regulations: for artists hanging their own shows and affixing I.D. tags: hooks and nails will be provided as well as blue "painter's" tape for the I.D. tags. No other kinds of tapes or adhesives are allowed. Damage to the walls will be repaired at artist's expense if these guidelines are not followed.

Gallery Usage: The gallery is open during normal working hours Tuesday through Friday 8:00 AM - 4:00 PM Saturday 10:00 AM - 3:00 PM. The exception to these hours is the artist opening reception. Putting up your show and taking it down must be done during the Guild's normal working hours.

The Gallery is a multiuse room; during the duration of your show, the walls of the gallery are solely for the renter(s), but the Guild reserves the right to use the gallery for events such as artist talks, docent tours, or classes.

Insurance: The Guild of Creative Art carries no insurance to cover artwork or materials exhibited or stored on the Guild's premises. Artists are therefore urged to fully and personally insure their artwork and materials against partial or complete loss, damage, or theft. By signing this gallery rental contract, the artist agrees to waive any reimbursement for loss or damage that might occur on the Guild's premises and agrees to make no claim against the Guild for loss or damages.

In the event that these requirements and/or deadlines are not met by the Artist(s), the Guild's Board reserves the right to cancel the show and refund the deposit, or part thereof. Applicants for a show will be responsible for a high-quality presentation. The Guild may reject art or mats/frames that are below standard. We will publicize your show through our online bulletin, social media, our website and our press contacts. The artist is responsible for providing complete information for the Exhibits Chair with the gallery deposit. (Please read the Exhibits Information sheet.) Personal invitations and advertisements will be the artist's responsibility. Artists should also supply their own food. Any alcoholic beverages must be approved by the Board where certain rules apply.

I accept the above conditions specified on this contract.

Artist's Signature _____ **date** _____

Gallery Director or Exhibits Chair _____ **date** _____

Reviewed by Guild Co-President _____ **date** _____

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Artist/Exhibit Information for Publicity

Print this document, fill it out, and submit it to the above address, c/o Exhibits Chair.

This form should accompany the Contract for Gallery Rental and a 50% gallery deposit.

Please also provide 6-10 JPEGs for publicity* (See page 4).

Title of Show _____ **Medium(s)** _____

Show Dates (D/M/Y) _____ to _____ **Gallery space rented** _____

Receiving Date _____ **Hanging Date** _____

Opening Reception Date _____ time _____ to _____ p.m.

Artist's Name _____ email _____

Address _____ **State** _____ **Zip** _____

Phone _____ **Cell** _____ **Exhibiting/Assoc. Member** _____

Write a blurb describing the show _____

Why is the exhibit newsworthy? _____

Artist's bio (or attach):

Additional Artists (if applicable): Please attach bios.

Name _____ **Medium** _____

Exhibiting/Associate Member _____

Name _____ **Medium** _____

Exhibiting/Associate Member _____

Name _____ **Medium** _____

Exhibiting/Associate Member _____

Artwork tags: Artist will type _____ Artist requests Guild to type _____

(Note: if Guild is to prepare tags, all copy must be provided on a Word doc. 10 days before hanging date.)

Hanging: Artist will hang show _____ Guild will hang show _____

Special Needs (sculptor stands, etc.): _____

(Note: Guild has easels to display artwork, but artist must provide a rack for unframed artwork.)

Reception: The Guild will only provide ice, and paper goods. Please contact the Reception Chair 1 month before the opening to discuss refreshments. Note: you must receive Board permission to serve alcohol, but if approved, the artist must supply.

Publicity: The Guild will advertise the exhibit on the web site, online bulletin, and the Guild's press contacts.

Artwork: Please provide 6 - 10 JPEGs with captions for use in publicity. *Resolution should be 300ppi and 1800ppi in the longer dimension. They should be saved as First Name_Last Name_Title_Medium_Artist's town of residence. Email them as attachments at least six weeks before the show guildofcreativeart@verizon.net to allow ample time for distribution.