

Contract for Arts Center Gallery of Nazareth College

A note about COVID-19 and the potential exhibition/reception outcomes:

Due to COVID-19 this contract may be subject to change. This includes exhibition dates, deadlines, and the reception. The galleries plan to host a full in person public reception where food and beverages will be served, but this may be subject to change based on the pandemic. The exhibition is scheduled to move forward with the dates and program listed below. All artists will be notified of any changes should they develop and will be emailed as soon as possible.

All artwork must *be ready to hang with a wire and framed*. All artist information must be filled out and signed below.

I. General Information

Exhibition: Invitational

Curated by: Holland Houdek

Title of Exhibition: *The Print Club of Rochester 91st Annual Members Exhibition*

Venue/Description of the Exhibition: The Arts Center Gallery

Digital Contract Due: Sunday, January 9, 2022, by 11:59. Email contracts to:

membership@printclubofrochester.org

Work Due/Drop off: Saturday, January 15, 2022, from 10:00am to 3:00pm in the gallery.

Installation Dates: Sunday, January 16, 2022, from 10:00am to 3:00pm in the gallery.

First day of exhibition: Friday, January 28, 2022. The gallery opens at 12:00pm.

Last day of exhibition: Sunday, March 6, 2022. The gallery closes at 3:00pm.

Reception: Friday, January 28, 2022, 5:00-7:00 pm.

Work Pickup: Sunday, March 6, 2022, 3:00-6:00pm.

Please continue to check your email as these dates are subject to change.

II. Exhibition costs and responsibilities

Invitations / Announcements

The gallery will provide some promotional posters and postcards and will be promoted through social media. Announcements will be printed by the Art and Design Department.

The artists are responsible for the following:

- All work must be ready to hang and install. 2D work must have a wire. Please, no saw tooth hangers.
- Artwork Size limit: One framed work no larger than 36" in any direction.
- Submit the signed contract with the preliminary list of art to be included in the exhibition, with special attention to the **insurance value of each piece**.
- Due to the number of participating artists and artworks to be installed, the **insurance value of each piece cannot exceed \$1,000**. Please contact the Gallery Director immediately if this will be a problem or if you have any questions.

- The artist's email must remain active until the conclusion of the exhibition. The artist is responsible for checking their email for any questions, schedule changes, and other information regarding the exhibition.

Transportation / Delivery / Shipping

The artist is responsible for any costs involved in shipping and transportation to and from the gallery, unless an alternative agreement has been established in writing between the parties. The artist is liable for any damage, theft, or loss incurred during the shipping process and their insurance shall be primary in the event and not the Arts Center Gallery, Nazareth College, nor any Nazareth College employee. Unless the artist plans to personally pick up their work at the conclusion of the exhibition, a return shipping label MUST accompany the work for the work to be shown in the exhibition.

The Arts Center Gallery will no longer be responsible for loss, theft, or damage after March 6, 2022.

It is highly recommended that artists include detailed handling, installation, and re-packing instructions, with images, to accompany each work. If shipping, secure work with bubble wrap in a re-sealable sturdy container or Tupperware in addition to a cardboard shipping box. DO NOT pack work with packing peanuts!

Please SHIP artwork to the following address by no later than Friday, January 7, 2022, if the artwork cannot be delivered in person.

Attn. Holland Houdek
Nazareth College/Art Department
4245 East Ave
Rochester, NY 14618

Hand delivery/work drop-off dates will be arranged in advance or are noted above.

Installation & Exhibition Duration

The artist must submit a list of all pieces that will be exhibited, as well as the individual insurance value of each piece (limit \$1,000 per artwork). *If the values exceed the amount covered by the insurance supplied by the College, the gallery must be notified 6 weeks in advance (see section V. Insurance).*

Prior to set up, the walls will be patched and painted to repair any damage from the previous exhibition by the gallery assistants. The artist or their designee shall be on the premises to supervise the unpacking and to assist with the arrangement of the work, unless a detailed outline is submitted (unless it is a large national group exhibition). If an artist plans to ship work, the package will be photographed along with the unpacking process to ensure the work arrives in good condition. The gallery is equipped with movable walls to accommodate personal presentation preferences (if it applies). The Gallery Director will supervise student workers screened and hired specifically as gallery assistants to assist in the install. The artist is welcome to send personal handlers at their expense.

There are a variety of white and dark gray wooden pedestals for 3D works, as well as a limited number of freestanding glass cases for small sculptures and jewelry.

The gallery does not offer custom built sets, carpentry for special armatures and pedestals, major alterations to the gallery walls, or special hanging hardware.

Please note, even after acceptance into the exhibition, the gallery has the right to request assistance from the artist(s) with the installation process. The Arts Center Gallery can decline an installation due to excessive size, undue complexity, special conditions of installing, especially if the artists are not able to help install.

Submitted work must be available for the entire duration of the exhibition. Work may not be picked up before the conclusion of the show or be shown in overlapping exhibitions.

The gallery reserves the right to reject or disqualify work that is misrepresented or differs from the artist's digital submissions or work that has been damaged during the shipping process or hand delivery. Substitute works will not be accepted if any of the above applies unless approved by the gallery.

Reception / Opening

Due to the uncertainty of COVID-19, it is unclear how the reception will unfold. Right now it is scheduled to happen in person. The reception might be subject to change as we monitor the situation.

Storage

The gallery does not have space to store work before, during, or after the specified delivery and collection dates. The gallery will only store packaging materials if the work was shipped by the artist, but not hand delivered. Please, no packing peanuts.

Photography of work for catalogue, website, or publicity of the exhibition

The gallery will document the exhibition and reception. These photographs will be the property of the Arts Center of Nazareth College and may be used for promotion of the exhibition space, to illustrate the features of the department, or as a learning tool. Photographs used for any other purpose will be done with permission of the artist.

Framing

All 2D works should be ready for installation in the condition the artist intends the work to be viewed. This includes wire for hanging framed pieces. No glue or adhesives may be used on the gallery walls to attach work. Please do not use saw tooth hangers. The artist is responsible to repair/replace any damaged frames or broken glass prior to installation.

III. Collection of Work

Unless otherwise agreed to in writing between the parties, the artist is responsible for dismantling, packing, and collecting the work the day of or the next business day following the last day of the exhibition (unless it is a large national group exhibition). A student worker can be made available to assist upon reasonable advance request.

The gallery is not responsible for any insurance, damage, or theft to artwork incurred in return shipping or after the conclusion of the exhibition.

The gallery is not responsible for any costs incurred in shipping the work from the premises to a new location. If shipping the work, the artist must include return shipping upon delivery because the work cannot be returned COD. If shipping arrangements are not provided within a reasonable amount of time following the end of the display, the gallery may make reasonable arrangements for the return of the work to the artist and require advance payment or reimbursement therefore, in its sole discretion.

IV. Ownership, Sales and Commissions

The Arts Center Gallery, as part of Nazareth College of Rochester, is not a commercial space. Any interest in the purchase of work exhibited will be directed to the artist to conduct and not managed by Nazareth College. The gallery does not accept a commission on any work sold, any federal or state tax collection, remittance, or reporting obligation is the responsibility of the artist or artist's representative.

All work must include the sale price, insurance price, or not for sale (NFS).

V. Insurance

The College carries insurance for the contents of the galleries that covers fire, theft, and accidental damage, with certain exceptions, while on the premises of Nazareth College in the amount of \$1,000 per piece or \$200,000 for exhibitions of work in both Galleries and on the College premise, at any one time. For large group exhibitions insurance value per artwork may be subject to change. If necessary, it is possible to obtain a rider in the event the value of the work exceeds the stated amount in both galleries.

VI. Copyright and Credits

The artist retains the copyright on all pieces exhibited.

The artist will be credited whenever any work is exhibited in public or if an image of the work is published by the Arts Center Gallery or Nazareth College. If the artist does any independent promotion of the display, any such materials using the Nazareth, gallery name, or logo must be pre-approved in writing by the College.

VII. Important Exhibition Dates to Note

Listed in General Information, but may be subject to change.

Please email this contract by the dated listed in the general information.

VIII. Artist Information...Your Action Needed!

I have read the above contract and agree to the contents. Please TYPE in all the information listed below (besides the artist signature).

Send contract to: membership@printclubofrochester.org

1. Artist:

2. Artist Email:

3. Phone Number:

4. Address:

5. Artist Signature and date:

VIII. Works to be included...Your Action Needed! List accepted works to be featured in the exhibition. If shipping your artwork, works will not be exhibited if a return shipping label is not provided!

Artwork Size Limit: **One framed work no larger than 36" in any direction.**

<p>Work #1 Title: Medium: Year: Dimensions: Sale Value or NFS (not for sale): Insurance Value (must include):</p>
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Revised 11/11/2021