



Edwardsville Arts Center Exhibitor's Agreement

Between the Edwardsville Arts Center (EAC) and (hereafter called the Exhibitor)
Exhibitor's Information

Name _____

Phone: _____

Address _____

City _____ State _____ Zip _____

Email address _____

Event Information

Title of Event: _____

Dates: _____

General Provisions for Exhibitions and Installation

The EAC will exercise all reasonable care in the handling and security of the Exhibitor's artwork while such work is in its custody. The Exhibitor is responsible to make sure the artworks are in good condition and ready for installation. The EAC reserves the right to inspect, and when necessary, prepare the objects for exhibition according to standard gallery methods. Unless noted under "Additional Provisions" of this agreement, permission is given to the EAC by the Exhibitor to use images of their artwork for publicity, education and catalog purposes.

Sales Information

The EAC prefers artwork exhibited be available for sale. However, work may be not-for-sale (NFS). The EAC cannot guarantee sales. Of any sale, the Exhibitor will receive **60%** of the sale price, with the remaining 40% retained by the EAC. Illinois sales tax will be added to the retail price of the artwork and paid for by the customer. Payment to the artist will be made within 30 days of the close of the show.

Inventory & Artist Information

The Exhibitor agrees to furnish the EAC an inventory list of the objects to be exhibited. The inventory should include the following: Title, Date, Medium, Dimensions (h" x w" x d"), and the retail price or insurance value if not for sale. The Exhibitor determines the retail value or insurance price. The inventory should accompany the work when delivered or shipped.

Shipping Information

The Exhibitor is responsible for insuring the safe delivery, by hand or shipment, of artwork to the EAC at his/her expense. Unless otherwise noted, the Exhibitor is also responsible for return shipping or pick up of any unsold work from the EAC. Purchased works will be delivered or shipped at the purchaser's expense.

Insurance Information

While in the EAC's possession, any damaged, lost or stolen works will be covered by the EAC's Fine Arts Insurance policy, which pays 50% of the retail value. This insurance policy is provided on-site only.

EAC Obligations

The Edwardsville Arts Center will provide a professional exhibit installation, electronic and printed announcements of the exhibition, an artist reception, promotional materials and follow-up with regional media outlets.

Please provide a one page narrative biography with picture, if possible, and artist statement for the exhibit.

Additional Provisions:

Exhibitor Date _____

The Edwardsville Arts Center Date _____

Please retain one copy of this agreement for your records. Sign and date the other copy and return it to:

**EAC Executive Director • Edwardsville Arts Center
6165 Center Grove Road • Edwardsville, IL 62025 • 618.655.0337 • office@edwardsvilleartscenter.com**

INVENTORY: List below items to be exhibited. Please include the following: Title, Date, Medium, Dimensions (h" x w" x d"), and the retail price or insurance value if not for sale.