



Minto Arts Council, P.O.Box 760, Harriston, Ontario, N0G 1Z0

Minto Arts Council Exhibition Contract

Artist(s) or Exhibitor(s): _____

Address: _____

Phone: _____ Email: _____

Exhibition Title: _____

Opening Date: _____ Closing Date: _____

Opening Reception Date: _____

Installation Date: _____

Minto Arts Council's Duties and Responsibilities

Gallery Duties

Council will:

- prepare gallery for exhibition installation
- guarantee one volunteer to assist during installation. If the Artist(s) or Exhibitor(s) need(s) extra help the Artist(s) or Exhibitor(s) must arrange for help
- have one volunteer present on removal date
- have volunteer staff gallery during all posted hours of operation except times when no volunteer is available or due to weather conditions
- (if agreed upon) will assist Artist(s) or Exhibitor(s) with gallery set up for workshop, talk, or demonstration to the public on agreed upon dates

Sales

Council will:

- handle all sales on behalf of the Artist(s) or Exhibitor(s). Council will receive 20% of all sales through the exhibition. Sales must be cash or cheque. All cheques must be made payable to the Artist(s) or Exhibitor(s) and will be held by Council's Treasurer until the removal date. On removal date a complete reckoning of sales will be made to the Artist(s) or Exhibitor(s) at which point the Artist(s) or Exhibitor(s) is (are) expected to pay by cash or cheque 20% of sales.

Opening Reception

Council will:

- have two volunteers to assist at opening reception
- assist with and provide basic refreshments at opening. (Please note that alcohol is not permitted in the gallery.)

Promotion

Council will:

- create main poster and promotional poster (if images provided) for exhibition
- create signage outside gallery building
- email exhibition notice to council email list
- compose and send press release to the media (print media, radio or television)
- submit a review of exhibition to print media, but cannot guarantee that it will go to print

Insurance

Council will:

- provide basic Liability Insurance. Council does not provide insurance for works of art or other property belonging to the Artist(s) or Exhibitor(s). If the Artist(s) or Exhibitor(s) require insurance, they must contact their own insurer and arrange an appropriate rider to their own Insurance Policy

The Artist(s)' or Exhibitor(s)' Duties and Responsibilities

The Artist(s) or Exhibitor(s) will:

- supply a biography, a statement and digital images in JPEG format of three pieces of their work for use in promotional material six (6) weeks prior to exhibition open date.
- supply complete list of titles, mediums and prices for each work in exhibition at least seven (7) days before exhibition open date
- ensure that the exhibition content reflects the works and descriptions provided in the Exhibition Application and in the Artist(s)' or Exhibitor(s)' statement

*Please note that the Minto Arts Council retains the right to accept or exclude any works of art or other items in an exhibition at the gallery at any time.

Gallery Duties

The Artist(s) or Exhibitor(s) will:

- transport their work to the gallery on installation date
- be prepared to install exhibit with appropriate assistance
- supply a label for each item in the exhibition as needed. Labels for wall application must be mounted on card stock or foam core. All labels must be provided on installation date.
- Be prepared to remove exhibit on removal date with appropriate assistance
- (if agreed upon) prepare and present workshop, talk or demonstration for the public on agreed upon dates

Sales

The Artist(s) or Exhibitor(s) will:

- Pay by cash or cheque to the gallery 20% of sales on removal date

Opening Reception

The Artist(s) or Exhibitor(s) will:

- be present at opening reception
- provide refreshments beyond the basic refreshments provided by the Minto Arts Council if desired

Promotion

The Artist(s) or Exhibitor(s) will:

- provide and distribute any promotional materials beyond those provided by the Minto Arts Council at his/her/their own expense

Insurance

The Artist(s) or Exhibitor(s) will:

- provide his/her/their own insurance for art or property for the duration of the exhibit, which runs from the installation date through to the removal date

Minto Arts Council Representative: _____ Title: _____

Signature: _____ Date: _____

Artist(s)/Exhibitor(s): _____

Signature: _____ Date: _____