



## Solo/Group Exhibition Contract

Between: Arts Society of Kingston (hereafter referred to as ASK) and Artist/Group

Artist/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Exhibition Details

Title: \_\_\_\_\_

Dates: \_\_\_\_\_

### Artist/Group Responsibilities

- a) Deliver and install exhibition artwork on date assigned by ASK. All works should be framed.
- b) Deinstall and remove works on date assigned by ASK. Artwork not picked up within 30 days of last announced pick up day will be considered abandoned and becomes the property of ASK.
- c) Provide images of works in the exhibition as needed for publicity and promotional purposes. They may be emailed as hi-res JPEGs (minimum 300 dpi, measuring at least 7 inches on the long side) to [communications@askforarts.org](mailto:communications@askforarts.org) or delivered by mail or by hand on CD or memory stick to ASK. JPEG file names should indicate the complete name of the work and the artist's name.
- c) Allow works to be photographed for publicity and promotional purposes.
- d) If desired, arrange for insurance of works of art at your expense.
- e) Artworks must remain in the gallery for the duration of the exhibition.
- f) Fee due upon signing of the contract: \$250 or \$400 as determined depending on gallery selected.

### ASK Responsibilities

- a) Promote the exhibition through mailings, collateral materials, email, press releases, and social media.
- b) Coordinate the sale of artworks. ASK retains 40% administrative fee from the purchase each work sold during the duration of the exhibition or as a result of exhibiting at ASK.
- c) Print labels and/or price list as submitted by artist/group.
- d) Take reasonable care to prevent damage or theft of artworks. ASK does not insure artwork and is not responsible for damage.

*Note: ASK reserves the right to exercise discretion in the display of artwork in its galleries.*

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Signature of Artist/Group representative

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Signature of Artist of pick-up person

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Signature of ASK representative