

## Kavanagh Gallery Agreement for Invited/Juried Artists

This agreement contains guidelines for artists invited to show their work at the Kavanagh Gallery at Fine Line Creative Arts Center.

**Scheduling:** The Kavanagh Gallery mounts 7 shows per year. The length of each show varies from 4 to 8 weeks in length. This is determined by the school year and also by special annual events such as Raku Day and Christmastime at Fine Line show. The calendar length and scheduling of shows is determined by the Gallery Committee and is not subject to change.

**The Gallery Committee is responsible for the following:**

**Set-Up and Take-Down:** The committee will help with the set-up and take-down of the show at the preference of the artist(s). All framed pieces must be wired to accommodate the Walker Display system the gallery has installed for the display of 2-D artwork. Nails may not be used. Final placement of the artwork will be at the sole discretion of the gallery committee.

Please note that any work that has been exhibited in the Kavanagh Gallery within the previous 6 months will be ineligible to be shown.

**Insurance:** While on the premises, from the contracted date of work drop-off and pick-up, the artwork will be insured by Fine Line. A complete list of work with values must be given to the Director at least one week before the drop off date so that proper insurance can be obtained (included matted pieces).

**Reception:** The Gallery Committee will be responsible for hosting a reception for the artist(s) at a mutually agreed upon time. Fine Line does not serve alcohol.

**Sales:** We encourage that the majority of the work exhibited be for sale. The Fine Line shop will handle any sales of work. Fine Line will retain a 30% commission on each sale. Sold work must remain on display until the close of the show. Checks will be mailed to the artist approximately 2 weeks after the close of the show for any work sold.

**PR:** Fine Line will publicize the show free of charge through our on-line newsletter *Fine Line Flash*, website, class schedule and through press releases.

Fine Line produces a postcard twice a year announcing Kavanagh Gallery shows. Upon request, we will order additional postcards for you to send to your mailing list. These must be ordered in standard quantities determined by the printer. Please consult with the gallery director if you're interested in ordering postcards.

Fine Line will send a *Fine Line Flash* announcement of your show to your email list, if such list is send electronically to Fine Line in Excel format.

**Invited Artists at the Kavanagh Gallery are responsible for the following:**

**Set-up & Take-down:** We do not have any storage facilities for packing materials. They must be removed after the show is set-up, if at all possible.

**Shipping:** The artist is responsible for any shipping costs. Since Fine Line does not insure work while in transit, it is important that the artist has adequate insurance for the work while being shipped.

The undersigned has read and understood this agreement and will abide by the guidelines:

Artist: \_\_\_\_\_

Date: \_\_\_\_\_

Gallery Director: \_\_\_\_\_

Date: \_\_\_\_\_