

GLAA CONTRACT for EXHIBITORS in GALLERY SHOWS

1. Exhibitors must be paid members of the Geneva Lake Art Association (GLAA). All fine artwork must be original, created by the artist. Artwork may not be re-exhibited for one year after a gallery showing. When any question arises as to whether or not artwork meets the GLAA gallery guidelines, the Gallery Exhibit Committee will make the final decision.
2. Artwork displayed for an exhibit is to remain for the duration of the exhibit, unless it is sold, in which case a replacement is to be made. If changes or early removals are needed, a member of the gallery exhibit committee must be contacted before taking action. Deliberate disregard of the contract guidelines for early removal will limit exhibiting privileges.
3. All artwork to be hung for a show must be in the gallery by the designated dates and times. If this stipulation is not met, your artwork may not be hung.
4. All artwork must be identified with GLAA cards (supplied at hanging) and include your name, medium, and price if for sale. The artist is to fill out one GLAA card per piece of artwork to be hung. Card must be positioned at the right bottom corner of the artwork on the gallery wall.
5. Insurance on all exhibited art is the artist's sole responsibility and exhibitors agree that GLAA will not be responsible for damages or theft.
6. All exhibitors must gallery sit at least once during the time in which their artwork is displayed or sign up for an alternate date. The sign-up sheet is kept in the gallery. Any exception must be appealed to the board.
7. At the end of the show the exhibitor is expected to remove all his/her artwork from the gallery including framed work, matted/bin work and cards.
8. Exhibit hanging fees will be determined for each exhibit. Watch the newsletter for details.

QUALITY CONTROL GUIDELINES

- 1 Frames should not be chipped, broken, or dirty and must have a hanging device with picture wire. No saw tooth hangers will be accepted. Any artwork not meeting this stipulation will not be hung.
- 2 Glass must be free of all foreign objects, dirt, tape, cracks, etc. Plexi-glass is preferred for larger artwork.
- 3 Mats must be cut straight, be clean and professional looking. Paintings are to be secured behind mat or frame.
- 4 Canvases in an unframed presentation must have a wrapped, staple-free profile that is at least one inch thick. The preferred canvas profile thickness is 1½ to 2 inches thick. Canvas profile edges must be painted.

PRINT GUIDELINES

1. Prints are to be identified as prints and are limited to bins or card rack only.
2. Prints must be matted and covered with protective coating and identified with the artist's business card and price.
3. Computer designed prints are allowed in the bin.
4. Artwork on stretchers is not allowed in the bin due to space constraints.
5. Cards must be covered with protective covering and the artist's contact information and price must be visible.

SALES

1. GLAA will collect a 5.5% WI sales tax and remit to the state for all the sales.
2. Payment for artwork sold through the association is mailed to the artist at the end of each month by the treasurer.

These terms and conditions apply to all GLAA gallery exhibits and any other association sponsored exhibit. Artwork not meeting the above guidelines may be removed by the exhibit chairperson if so necessary.

I agree to the terms and conditions of the GLAA exhibitor contract:

Artist's signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Date fee paid \_\_\_\_\_ Gallery sitting dates/times \_\_\_\_\_

I give my permission to the GLAA to make photographic copies of my original work in this exhibit for advertising and website display. Yes \_\_\_\_\_ No \_\_\_\_\_

## GLAA EXHIBITING ARTIST INVENTORY

### FRAMED ARTWORK-----ORIGINALS ONLY

Title	Media	Price	Out Initial and date
1. _____		\$ _____	
2. _____		\$ _____	
3. _____		\$ _____	

### MATTED PIECES—

Title-- Original or Print

Price

Out  
Initial and date

1. _____		\$ _____	
2. _____		\$ _____	
3. _____		\$ _____	
4. _____		\$ _____	
5. _____		\$ _____	
6. _____		\$ _____	
7. _____		\$ _____	
8. _____		\$ _____	
9. _____		\$ _____	
10. _____		\$ _____	

### CARDS-----A LIMIT OF 10

Description	Price	Description	Price
1. _____	\$ _____	6. _____	\$ _____
2. _____	\$ _____	7. _____	\$ _____
3. _____	\$ _____	8. _____	\$ _____
4. _____	\$ _____	9. _____	\$ _____
5. _____	\$ _____	10. _____	\$ _____