

Members Exhibition Contract

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

Artist's Name: _____

Address: _____

Phone: _____ Email: _____

Exhibition Details

Title: _____

Dates: _____

Work(s) Being Submitted (up to three)

<i>Title</i>	<i>Medium</i>	<i>Price</i>

Artist's Responsibilities

- a) Deliver artwork on drop off day as announced. All works should be framed, wired and ready for hanging at the time of drop off.
- b) Remove works on pick up day as announced. Artwork not picked up within 30 days of last announced pick up day will be considered abandoned and becomes the property of ASK.
- c) Images of works in the exhibition are 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 with the subject line: Image Submission. JPEG file names should indicate the complete name of the work and the artist's name.
- c) Allow submitted 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.

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) 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.

Signature of Artist or drop-off person

Signature of Artist of pick-up person

Signature of ASK representative