



## Solo/Small 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: \_\_\_\_\_

Artistic Statement:

Preference of Month : \_\_\_\_\_

### Artist/Small Group Responsibilities

a) Deliver and install exhibition artwork on date assigned by ASK.

Please note: all works should be framed, wired, and ready for hanging at the time of drop off.

b) Remove works on date assigned by ASK. Please note 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 Jpeg (minimum 300 dpi, 7 inches on the long side) to ask@askforarts.org or delivered by mail or by hand on a CD or a mini hard drive 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) Artists must be ASK members.

g) Fee due upon signing of the contract: \$300 for the Spotlight Gallery.

h) ASK also requests accepted Artists to consider Gallery sitting on a Saturday once or twice during the month of the show

### ASK Responsibilities

a) Promote the exhibition through mailings, collateral materials, email, press releases, and social media.

b) Coordinate the sale of artworks. Please note ASK retains 40% administrative fee from the sale of each artwork 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. Please note ASK does not insure artwork and is not responsible for damage.

d)

Note: ASK reserves the right to exercise discretion in the display of artwork in its galleries. ASK urges all artworks be for sale. ASK requests artists to gallery sit on a Saturday 1-6 during their exhibition.