



Members Exhibition Contract

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

Artist's Name: _____

Address: _____

Phone: _____ Email: _____

Work(s) Being Submitted (up to three)

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

Exhibition Details

Title: _____

Dates: _____

Artist's Responsibilities

- a) Deliver artwork on drop off day as announced. All works should be wired and ready for hanging at the time of drop off. **No saw tooth hanging.** All works should be original art only, no copies or reproductions.
- 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) **ASK does not provide insurance. If desired, arrange for insurance of works of art at your own expense.**
- d) Artworks must remain in the gallery for the duration of the exhibition.
- e) **All work must be for sale.**

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 of artworks. ASK 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

Hanging Fee Paid:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit	<input type="checkbox"/> Coupon
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