



Exhibitor Contract

Squamish Public Library
PO Box 1039, 37907 Second Avenue, Squamish, BC V8B 0A7
<http://squamish.bc.libraries.coop/services-programs/our-services/foyer-gallery/>

Artist's Name:.....

Address:.....

Phone Number:..... Email:.....

Web Links:.....Contract/Payment Due at Install.....

Date of Show..... Set-up/Takedown Time: **8:30a.m.** Takedown Date.....

Medium..... Walls?.....Showcases?.....

Show Title/Theme:.....Group/Solo?.....

The Artist is responsible to deliver the following to the Curator PRIOR TO setup day:

- A one-page biography/CV with artist's statement for publicity purposes;
- Quality digital images representing work to be exhibited;
- A numbered list of all artwork, itemizing each piece with title, medium, size and retail price (tax included) for sales purposes (two forms if they are different). Note: Most artwork for the show should be for sale unless you notify the Curator before hand that a piece is coming in as exhibit only.
- *An original artwork valued at approximately \$100 donated by the artist to support the Foyer Gallery fundraising.

The Artist is responsible for the following ON setup day:

- Timely arrival upon set up and take down days, as arranged with the Curator;
- Professionally presented or framed work, with hangers (eye-hooks) compatible with the Foyer Gallery Silent Gliss hanging system for all wall mounted displays;
- Typed cards for each artwork with artist's name, title, medium, and price (tax included)
- A biography, artist's statement and any other material for the binder on display duration of the show;
- A 20% commission of any sales will be donated by the artist to the Squamish Public library;
- Shipping of purchased artwork to the purchaser (any costs and arrangements).

The Squamish Library will provide the following services and facilities:

- Curator / Artist liaison;
- Gallery lighting, three glass showcases, and exhibition walls;
- Publicity article, monthly library newsletter, posters and social media;
- A tax receipt issued for the Squamish Library commission portion (20%) of any sales;
- *A tax receipt for the retail value of artwork donated for the Foyer Gallery fundraising;
- Artwork install / dismantle (by Curator and assistants - the artist may be asked to assist);

The Foyer Gallery and the Squamish Public Library are not responsible for insuring any artwork. The Artist is responsible for procuring insurance specific for all works installed in the gallery exhibition.

***To secure the exhibition, the Artist will sign two copies of this contract, keeping one and returning the other to the Curator along with the \$75 Exhibition fee (cheques made out to the Squamish Public Library) due at install.**

Note that this fee is reduced to \$25 for those who participate in the Foyer Gallery fundraising.**

Fundraiser Art Donation Yes/No?

****Foyer Gallery Fundraising**

The Foyer Gallery is a non-profit space. The Artist is requested to participate in the Foyer Gallery fundraising by donating artwork with a retail value of between \$100 and \$1000. The Artist will receive a tax receipt for the actual retail value of the artwork upon delivery of the artwork and a detailed invoice describing price and artwork. Invoice must be received by December 31st of the year in which the artist participated. Artwork donated must reflect the artist's working style, be of professional quality, and be professionally presented. Gallery sponsors (Foyer Gallery Friends) will have the opportunity to enter a draw for Artwork. The Curator will contact the Artist with specific details.

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Artist's Signature

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Date