



HIGHLANDS COUNCIL
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS

Dear Participating Artist,

artEAST Art Center is pleased to have you participating in an exhibition at artEAST Exhibitions Blakely Hall location in Issaquah WA.

Your artwork must be presented with a signed Exhibitions Release Form. You will also be asked to verify and sign an Artist Inventory List (provided by artEAST) at Art Intake. A completed W-9 must be on file with artEAST if you wish to be paid your sales proceeds. If not on file, it will be requested upon the sale of your exhibition artwork.

Incomplete or missing forms will delay or prevent the display of your artwork. Printable pdf's of the Blakely Exhibitions Release Form and W-9 are available on the artEAST website (exhibitions / calls / required forms).

The artEAST Exhibitions Manager will contact you concerning the Art Intake and Pickup processes. artEAST will create the wall labels for your artwork based on the Artist Inventory List which you will verify at Art Intake. The artist is responsible for the physical delivery and removal of artwork to and from the Blakely exhibition gallery. Artwork left at the Art Center for more than 7 days after the designated art pick up date will become the property of artEAST Exhibitions unless prior arrangements have been made.

Unless otherwise provided by law, artEAST Exhibitions and Blakely Hall shall be responsible for loss or damage of Art which is documented to be in our control by the verified and signed Artist Inventory list on file with artEAST Exhibitions and Blakely Hall with appropriate artist and art center signatures, except for loss or damage caused by earthquake, flood, or other natural disaster or consequence thereof, an inherent flaw in the Art itself, or loss or damage caused by the Artist or anyone acting on behalf of the Artist, or loss or damage solely the responsibility of a third party and artEAST Exhibition's liability for any loss shall be limited to the artist commission value for the Art which the parties agree is the net fair market value of the Art to the Artist. artEAST Exhibitions and Blakely Hall reserve the right to decline to accept Art which is inherently too fragile or subject to damage either in storage or display.

Exhibition art that sells must stay on the wall thru the end of the exhibition. Signage regarding sales of your artwork will be posted in the exhibition space at Blakely Hall directing potential buyers to contact the artEAST Art Center sales staff to make inquiries and arrange payment. A sold sticker will be placed on the artwork's wall label upon completion of the sale. It is the artist's responsibility to deliver sold artwork to the artEAST Art Center for customer pick-up after the exhibit ends, unless other arrangements have been made. All monies collected will be payable to artEAST by cash, check, or credit card. Sales tax will be collected on all sales of art.

artEAST is a non-profit organization and the Commission Rate for Blakely Hall Exhibition sales is 50% of the sales price. The rate applies to Members, Non-members, & Guest Artists; it is used to help offset operating and marketing expenses for the exhibition. artEAST will mail a proceeds check (minus the 50% commission and sales tax) to the address listed on the W-9 form within 45 days of the close of the exhibition. To receive payment from artEAST, the artist must have a current and completed W-9 on file with our bookkeeper.

In the event that a patron wants to commission a new piece of work based on his/her attendance of an artEAST sponsored exhibition, artEAST is happy to provide transactional services (collection of money and sales taxes from the patron and payment of sales taxes to the appropriate government agencies) during the duration of the exhibition for a 5% fee. If you do not require transactional services, we respectfully request that you make a donation to artEAST from your commission in support of our ongoing exhibitions programming in an amount that you feel is appropriate.

PLEASE BE INFORMED:

Participation in artEAST's Blakely Hall exhibition process indicates that you have read and accepted the terms of this Release Form. By signing below you are giving your permission for your artwork to be displayed, moved and/or transported by artEAST and Blakely Hall staff and volunteers as needed for viewing, sales, and / or storage purposes during the entire time it is in the custody of artEAST and / or Blakely Hall. You also agree that you understand and accept all of the terms set forth in this document. If any part becomes invalid, all other parts will remain valid.

NAME (PRINT) \_\_\_\_\_

ADDRESS / CITY / STATE / ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SIGNATURE (sign, do NOT print) \_\_\_\_\_

DATE \_\_\_\_\_