

artEAST exhibitions

Dear Participating Artist,

The artEAST Art Center is pleased to have you as a participating artist in an exhibition at artEAST Exhibition's Front Street 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 Exhibitions Release Form and W-9 are available on the artEAST website (exhibitions / calls / required forms).

The artEAST Exhibitions Manager or show Curator will contact you concerning the Art Intake and Pickup processes at artEAST. 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 your artwork to and from the art center. If you cannot make the designated date, please make other arrangements and notify the Curator. **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, the Art Center shall be responsible for loss or damage of Art which is documented to be in our control by a completed inventory with appropriate artist and gallery 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 the Art Center'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. The Art Center reserves the right to decline to accept Art which is inherently too fragile or subject to damage either in storage or display.

All sales (from the point of art intake thru art pickup) at artEAST are handled by the artEAST Art Center sales desk. 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 all artEAST Exhibition Sales is 35%. The rate applies to Members, Non-members, & Guest Artists; it is used to help offset operating and marketing expenses for the exhibition opening reception.

artEAST will mail a proceeds check (minus the 35% commission and tax) to the address listed on the W-9 form within 45 days of the close of the exhibit. To receive payment from artEAST, the artist must have a current and completed W-9 on file with our bookkeeper.

Participating artists (Members and Non-Members alike) are required to help the Curator with some minimal Volunteer Jobs. More info will come at a later date from the Curator.

PLEASE BE INFORMED:

Participation in artEAST's 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 Art Center staff and volunteers as needed for viewing, sales, and/or storage purposes during the entire time it is in the custody of the artEAST Art Center. 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