

Senior Thesis Show Student Exhibition Contract

This is a Microsoft Word form-field document. You may type or paste into a highlighted field. Tab key to move forward through the fields, Shift-Tab to move backward. Complete this form, save with artist name, print and sign.

Upon application approval:

This contract for exhibition of original artwork by

Artist name:
 (Hereinafter referred to as "Artist") and **ULM Bry Art Gallery** was entered into this date:

- 1. Exhibition.** Artist agrees to exhibit the named work(s) in Bry Art Gallery on the campus of the University of Louisiana Monroe. The work will be on display from **date:** to **date:** . Artist agrees not to remove any work from the exhibition prior to the closing date.
- 2. Delivery & inventory.** Work must be delivered on the date arranged by the artist and Department of Art Exhibition Committee. A completed inventory list with title, medium, and price (or insurance value if not for sale) must be provided at least one week prior to the exhibition opening. It is expected that the artist will consider the public nature of Bry Art Gallery and provide work that is suitable for a campus community. The Bry Art Gallery retains the right to exclude individual pieces from the exhibition.
- 3. Sale of work.** The University of Louisiana Monroe, VAPA, and the Department of Art will not retain any commission on the sale of these works. Patrons expressing interest in the purchase of a work will be placed in direct contact with the artist.
- 4. Insurance.** From the time the work is received by Bry Art Gallery through the stated pick-up date, ULM will insure the work to the benefit of the artist in an amount equal to the artist's portion of the retail sales price. A completed inventory list must be provided at least one week prior to the exhibition opening to insure artwork. Should an insurance claim be submitted, previous receipts or documentation of work sold at the stated sale price may be

required as proof of worth. Artist should insure the work at all other times.

- 5. Promotion.** Artist is responsible for the production and mailing of any postcard announcement.
- 6. Exhibition ready work.** The artist must seek the input and direction of the major advisor. The artist agrees to provide work that is ready for exhibition including any two-dimensional work framed or ready to hang. The gallery walls are wood covered with carpet. It is recommended that works intended for wall display have wire cable or equivalent firm attached to the back that can be hung from nails. **The exhibition committee must approve other hanging methods prior to installation.** Three-dimensional works should be stable and secure. Artist and Bry Art Gallery shall agree upon requirements for, and provision of, display pedestals prior to installation of the exhibited work(s). Please provide a request for any technical requirements with this signed contract for review by our Technical Director. Artist is responsible for creation and production of associated display information such as artist statement or exhibition tags. It is suggested that works for sale have prices available and a means of identification.

*** The artist must be available to hang the work on the installation date decided upon by the Gallery Director and under the direction of the major advisor. ULM may not be in session during student exhibition dates. Bry Hall and Bry Art Gallery may be closed and Department of Art Faculty may not be available. The exhibiting artist will be responsible for providing monitoring of the gallery during the exhibition period. Arrangements should be made in advance for specific gallery hours and open viewing times.

- 7. Opening Reception.** Bry Art Gallery does not sponsor exhibition-opening receptions, but a reception can be negotiated with Bry Art Gallery. A time can also be scheduled for a gallery talk.
- 8. After the exhibit.** The artist is responsible for the de-installation of work on this **date:** and is responsible for returning the gallery to a clean space ready for the next exhibition.

Reproduction rights, for the artwork on exhibit, are granted where the artwork appears in normal background photographs, or is used in promotion of the School of Visual and Performing Arts, or the University of Louisiana Monroe. Other uses shall be with the permission of the artist.

For information contact Bry Art Gallery
 Brooke Foy, *Director*, 318-342-1340, foy@ulm.edu

SAMPLE
For viewing only
Download form field docx
to complete for submission

Artist name:	 	Artist SS#:	
Address:	 		
City:	 	State:	
Phone(s):	 	e-mail:	

<hr/> Brooke Foy, <i>Director</i> Bry Art Gallery	<hr/> Date	<hr/> Artist Signature	<hr/> Date
		<hr/> Major Advisor Signature	<hr/> Date