



**TOE RIVER ARTS Spruce Pine Gallery
EXHIBIT AGREEMENT**

This contract outlines the terms of agreement by and between Toe River Arts and

Name of Artist, Group or Organization:

Agreed dates of Exhibition:

Exhibition Title:

Exhibition Place:

Exhibition Set-up Date:

Exhibition Take-Down Date:

Reception Date and Time:

Toe River Arts Agrees to:

1. Provide a staff person to assist in coordinating and installing the exhibition.
2. Guarantee the gallery will be ready for installing the exhibition.
3. Provide pedestals for use during the exhibition.
4. Provide all tools and equipment for installation.
4. Maintain gallery hours of operation for the duration of the exhibition.
5. Maintain a computerized inventory list of work submitted and sold.
6. Provide a label for each piece of work submitted.
7. Charge 40% commission on sales from the exhibition.
8. Collect sales tax and be responsible for paying the state when due.
9. Issue payment for sold items on the 15th of the month following the date of the sale.
10. Provide vinyl lettering for the wall. A staff member will assist with the installation.
11. Publicize the exhibition via Toe River Arts email announcements, social media, local news releases, and local radio.
12. Supply food, non-alcoholic beverages, and paper goods for the reception.
13. Design and order exhibition postcards for promoting the exhibition.
14. Do a bulk mailing of the postcards to our membership (approximately 400).

Artist Agrees to:

1. All artwork must be for sale unless otherwise approved by the Exhibition Manager or Executive director.
2. Fill out and submit the required spreadsheet with your complete inventory including title, media, size, retail price and condition of each piece a minimum of three weeks before your installation date.
3. Transport and install artwork to Toe River Arts Gallery on agreed date (staff will be available for consultation as needed).
4. Provide digital images and relevant exhibition information (i.e., bio, resume, articles, artist statement, etc. to be used for promoting the exhibition) a minimum of one month prior to the opening date.
5. Provide the alcohol and an assigned bartender if alcohol is to be served at the reception. Pay the alcohol permit fee in the amount of \$50.
6. Be available to help set up and take down the reception.
7. Take down exhibition on above agreed date(s).

8. Remove all nails, anchors, hanging devices, vinyl lettering and spackle the holes at the end of the exhibition.

Toe River Arts has an open policy about photographing exhibitions. Toe River Arts gallery staff has the option of rearranging displays if needed. Toe River Arts has the discretion to photograph the exhibition for online and promotional use.

Artist's/Representative Signature _____ *Date* _____

Artist/Representative mailing address _____

Phone (H) _____ (C) _____

Email _____

Toe River Arts, 269 Oak Ave, Spruce Pine, NC 28777 / 828.765.0520
www.toeriverarts.org