Wexford Arts Centre Exhibition Agreement

between

[NAME] (the Artist)

and

Wexford Arts Centre, Cornmarket, Wexford (the Arts Centre)

The following terms are agreed;

The Arts Centre will provide a venue, administration, relevant exhibition support for the group exhibition:

- 1. The working title for this exhibition is **[NAME]**
- All works to be exhibited should be at Wexford Arts Centre, Cornmarket, Wexford no later than [DATE]. All artworks accepted by the Arts Centre are fully insured for the period of the exhibition. It is the responsibility of the Artist to insure the work in transit.
- 3. The Arts Centre will insure the work against fire and provide public liability insurance while the work is on display. The Arts Centre's insurance cover is limited to €250,000. It is the responsibility of the Artist to provide any additional insurance that they may require.
- 4. The Arts Centre will curate and install the exhibition from [DATE] to [DATE].
- 5. The exhibition will be supervised at all times by a member of the Arts Centre staff.
- 6. An artist's statement (approximately 250 words), a current biography (approximately 150 words), artist's C.V., colour images of the artist's work (these can all be sent electronically) should be submitted to the Arts Centre by **[DATE]**. The images should be 300dpi, with a size of 292x195mm and saved as a JPEG. The Arts Centre requires these for publicity and marketing.
- 7. The Artist must provide the Arts Centre with accurate details of his or her work i.e. dimensions, medium, titles and prices (inclusive of the Arts Centre commission) by **[DATE]**.
- 8. The Arts Centre will design, and send email invitations to the opening of the exhibition.
- 9. The Arts Centre will send email invitations to the Artist's personal guest list. This must be supplied to the Arts Centre by **[DATE]**.
- The presentation of all written material related to the exhibition in the gallery will be the sole responsibility of the Arts Centre.
- 11. The Artist will liaise with the Arts Centre's Visual Arts Manager (or another member of staff to whom this work is assigned) on all matters relating to publicity. The Arts Centre will undertake sole promotion of exhibitions occurring in or funded by the Arts Centre, unless the Artist has come to a particular agreement with the Centre. The Arts Centre will undertake to:
 - List and/or advertise exhibitions, activities and events in the appropriate newspapers, journals, magazines and newsletters.
 - Compile & distribute all press releases and photographs.

- 12. The exhibition will run from **[DATE]** to **[DATE]**. A launch of the exhibition will be held on **[DATE]**.
- 13. If agreed with the Visual Arts Manager, the Artist/s will give a public talk on his/her work in the gallery of the Arts Centre on a date and time to be agreed by both parties.
- 14. The Arts Centre will pay an **E.P.R.** (exhibition fee) **of €XX.XX** and will take **a commission of 30% on all work sold** during the exhibition. None of the work on show in the gallery may be sold by the Artist by private agreement during the course of the exhibition. The Artist shall indicate before the exhibition opening what price negotiation leeway is to be left to the discretion of the Arts Centre regarding closing sales. In addition the Arts Centre will pay the following:
 - €125.00 contribution towards transportation of works
 - €35.00 contribution towards accommodation for opening night

The costs must be incurred for transport of works and accommodation and cannot be offset against any other expense.

- 15. All sales or interest in artwork on show must be referred to an Arts Centre staff member. A 30% deposit, or the full purchasing price, must be left with the Arts Centre in order to reserve any artwork.
- 16. Payment to Artist (70% of the total of all sales of their artwork) cannot be processed until all of the Artist's artworks have been paid for in full and the cheques have been cleared in the Arts Centre's bank account. The Artist should be aware therefore, that payment for the sale of artwork can take up to a month from the closing date of the exhibition.
- 17. The exhibition will end on [DATE]. The unsold work will be available for collection on [DATE]. The Artist is responsible for collecting the work from the Arts Centre on the agreed dates. The Arts Centre will not accept responsibility for storing work beyond the agreed date. The Arts Centre retains the right to organise a courier to deliver the work at the Artist's expense should collection be delayed.
- 18. The Arts Centre undertakes to provide the Artist on request with copies of all publicity/ reviews etc. no later than one month after the final date of the exhibition.

<u>Please read, sign and return one copy of this contract to [NAME]. Visual Arts Manager as soon as possible.</u>

Signed:	Signed:	
Name:	Name:	
On behalf of Wexford Arts Centre	Exhibiting Artist	
Date:	Date:	