



CEDARBURG CULTURAL CENTER

Where Art, Music & History Thrive.

Exhibit Contract:

I agree to have my artwork at the Cedarburg Cultural Center from July 6, 2010 to August 14, 2010 according to the terms and conditions of the Cedarburg Cultural Center Exhibit Policies – Group Exhibits document which I have read, signed and returned. The exhibit will be held in the Center’s Columbia St. Mary’s Gallery (and Lobby Gallery if needed). **The Center will retain a 35% commission for any work sold during the exhibit. Payment for sales will be mailed to exhibitor at the provided address 4-6 weeks following the last day of the exhibition.** It is the exhibitor’s responsibility to supply the CCC with correct mailing address and contact information. **The CCC is not liable for any payments which are undeliverable and/or still outstanding six months after check is issued.**

Important Dates:

One week before July 6, 2010	Email exhibit labeling information at least one week before the drop-off date. Please provide first name, last name, title, media and price. (example: Sara, Braun Knop, title, media, 150.00) Email your file to sbraunknop@wi.rr.com
Tuesday, July 6, 2010 10:00 - 6:00 pm	In person artwork delivery 10:00 am - 6:00 pm. Each piece must be clearly labeled on back with name, title, media and price , properly framed or mounted and ready to hang or display in a case. Framed pieces must include wire – no notch-tooth hangers.
July 6 - 9	Exhibit Hanging
TBD	Artists’ Reception
Sunday, August 15, 2010 12:00 pm - 4:00 pm	Pickup Date. Any works left for more than two weeks after the designated pick-up time without prior consent become the property of the Cedarburg Cultural Center and may be disposed of at the Center’s discretion.

Exhibitor’s Contact Information:

Your signature indicates that you have read and agree to abide by all Cedarburg Cultural Center Exhibit Policies.

Please make and sign two copies and bring both originals to the Cedarburg Cultural Center during drop off.

NAME:								
EXHIBIT/EVENT:	It could have been a Prize Winner (League of Milwaukee Artists)							
ADDRESS:					SSN or FEIN:			
CITY:			STATE:	WI	ZIP:		PHONE 1:	
EMAIL:						PHONE 2:		

Exhibitor’s Signature _____ Date _____

Please Print Name _____

Received by:

CCC Staff Signature _____ Date _____

Cedarburg Cultural Center Exhibit Policies

This agreement to exhibit is entered into between ("Artist") and Cedarburg Cultural Center, Inc. ("Center"), for an exhibit to be displayed by and at the Center in Cedarburg, Wisconsin from July 6, 2010 through August 15, 2010.

The following terms and conditions apply to this exhibit:

1. The exhibit will be held in the Center's Columbia St. Mary's Gallery (with expansion to the Lobby Gallery if needed).
2. Exhibitor agrees to abide by all deadlines, and with all specific instructions regarding documentation and labeling of work, included in this agreement.
3. While the Center is insured for loaned property, **coverage provided by the Center is in excess over any other insurance available on the exhibit items. In an effort to protect both the Center and owners of exhibit items, the Center reserves the right to request insurance documentation and to limit the value of items accepted.** In the event of an insurance claim, exhibit items are insured for no more than its stated value on the exhibition contract. Coverage is limited to exhibit items on the premises.
4. Artists may not show the same piece of artwork more than once on Center premises without prior consent, even if the artist is participating in multiple exhibits at the Center, including group exhibits sponsored by other organizations.
5. Artwork must be appropriately matted, framed or otherwise presented and ready to hang or display in a case. Notch-tooth hangers are not acceptable. The Center cannot store packaging materials or ship items back to the artist.
6. Exhibit items cannot be removed from the premises during the exhibit period.
7. Drop-off or pick-up of artwork outside of specified time frames is not allowed. The Center is not liable for the security of or damages to artwork dropped off or picked up before or after designated times. Works left at the Center more than two weeks after the designated pick-up time become the property of the Center, and may be disposed of at the Center's discretion.
8. Artists warrant originality and ownership of the art works and that the art works will not infringe upon any copyright, right of publicity, moral right, or any proprietary or other right of any third party. The artist warrants that he/she has not used any copyrighted or licensed material (text or visual images) in the art works or in the making of said artworks without the express written permission of the owners of those rights.
9. Artists will indemnify and hold harmless the Center and anyone deriving his or its interest from, through, or under the Center, from and against any claim, suit, action, liability or expense (including reasonable counsel fees) arising out of any matter or claim which would result from presentation of the artist's art work at the Center or through using images of the artwork for publicity and/or advertising purposes.
10. The Center will retain a 35 percent commission for any work sold during the exhibit, and for any commissions received by the artist as a direct result of the exhibit. Payment of any commission amounts will be sent to the address indicated on this agreement within one month of the last day the exhibit is open to the public.
11. It is the responsibility of the exhibitor to provide the Center with full and accurate contact information, including tax identification number, prior to payment being issued. The Center is not liable for any payments which are undeliverable and/or still outstanding six (6) months after payment is issued.