



Artist Contract

115 Hillsboro Street
Pittsboro, NC 27312
919-542-4144

ChathamArts.GalleryManager@gmail.com

<http://www.chathamarts.org/gallery/gallery>

Article 1. General

- A. This Artist Contract is entered into between artist:

_____ and the Chatham Arts Gallery.

- B. Artist and Gallery agree to the following articles.

Article 2. Purpose

- A. The purpose of this contract is to state the opportunities and responsibilities of the Artist and the Gallery.

Article 3. Artist Opportunities

- A. Gallery Artists will have the opportunity to participate in a non-profit visual art gallery, serving artists to supports the mission of the Chatham County Arts Council to support Arts in Chatham County.
- B. Artists, in good standing, shall be entitled to exhibit for sale their artwork at the Gallery's physical gallery (storefront), at satellite galleries and event locations, and in future website sales.

Article 4. Gallery Responsibility

- A. The Gallery shall sell the Gallery Artist's artwork at the retail price specified by the Artist. The Artist's retail price must include the Gallery Commission. Tax shall be collected and paid by the Gallery to the taxing authority.
- B. Gallery shall retain a commission of 25% of the retail price for Artist volunteers and 40% for those who do not participate by volunteering.
- C. Gallery shall pay the Artist minus the commission on or before the 20th of the following calendar month in which the sale was made.
- D. Gallery shall maintain a storefront at 115 Hillsborough Street in Pittsboro, NC for exhibiting and selling Artist's work.
- E. Gallery shall negotiate and establish event locations (remote from the Gallery's storefront) for exhibiting and selling the Artist's work. These locations may be, but are not limited to, joint events sponsored by others, office buildings, commercial establishments and fundraisers.
- F. Gallery shall promote Artist's work and the Gallery via the established Chatham County Arts Council's website and other relevant media.
- G. The Gallery Manager and the Chatham Arts Gallery Steering Committee shall establish the Gallery's storefront, policy and procedures, and standards as may be necessary to professionally represent the Gallery.

- H. Gallery will take ordinary precautions to protect the Artist's work from damage; however, the Gallery shall not be responsible for any loss or damage that might occur that is not covered by the Gallery's insurance policy.
- I. Gallery will hold quarterly informational workshops for participating Artists at no cost.

Article 5. Artist Responsibility

- A. Artists are required to recognize that the Chatham Arts Gallery is a non-profit organization and it relies on volunteer workers for support. Artists are, therefore, encouraged to volunteer in exchange for a discounted commission of 25%. All others will be required to pay a 40% commission.
- B. Artists, who volunteer for the discounted commission, must work a minimum of 6 hours in the storefront, at an event, or as a member of the Gallery Steering Committee or one of it's sub-committees (advertising, marketing, promotion, curatorial, jury, satellite, maintenance etc.).
- C. Gallery Artists must have on file with the Gallery the following:
 - a. Electronic file of Artist's Statement. The statement should be no more than 150 words and describe what the work is about. An Artist Statement may be necessary for each piece of artwork on display and should be submitted by given show deadlines.
 - b. Electronic file of Artist's Biography. The biography should be no more than 150 words and describe the art related history.
 - c. An Artist's Artwork Inventory List. The Gallery will provide a file for the artist. Including: Inventory ID, Title/Description, Medium, Retail Price as well as Date Received at the Gallery and Date Removed from Gallery.
 - d. Digital images to be used for promotion will be landscape or portrait approximately at 4x5, 4x6 at 300 dpi and should be submitted by given show deadlines.
- D. Gallery shall have permission to use the above information for Gallery publicity on any of its publications and on the website.
- E. The Gallery Artist fee per year is \$100.00 pro-rated quarterly. Artists are required to have artwork at the Gallery the Monday before the opening of a show by 12:00 noon for the curators to hang the show. Each show lasts 2 months. Artists are required to pick up their art work by the Sunday before the next show exhibition.
- F. Artist Application fee is a non-refundable \$25.00.
- G. Artist Members not in good standing shall lose their Artist Services.

Article 6. Contact Information

- A. Artist contact information (Please Print):

Name: _____

Address: _____

Telephone: _____

Email: _____

Website: _____

B. Gallery contacted Information:
The Chatham Arts Gallery
C/O Chatham County Arts Gallery
PO Box 418
Pittsboro, NC 27312

Gallery Location
115 Hillsborough Street
Pittsboro, NC 27312
919-542-4144

Article 7. Term of Contract

Both parties agree this Contract shall be in force through the annual Gallery Artists Fee renewal date at which time the Gallery and Artist can agree to continue the terms for another year. Gallery Artist Fee is due by Jan 5 of each Calendar year.

Article 8. Amendments

Terms of the Contract may be amended from time to time in accordance with Policies and Procedures of the Gallery.

Article 9. Signatures

This Contract is entered into on this _____ day of _____, 20____, in the town of Pittsboro, NC.

Artist:

_____ Name _____ Date

Gallery Representatives:

(1) _____ Name and Title _____ Date

(2) _____ Name and Title _____ Date

Please make checks payable to: Chatham Arts Gallery



Artist Application

115 Hillsboro Street
Pittsboro, NC 27312
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ChathamArts.GalleryManager@gmail.com
<http://www.chathamarts.org/gallery/gallery>

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Web Address: _____

- I want to volunteer 6 hours in the following area to reduce the commission to 25%
 - Gallery Sales Satellite Galleries Steering Committee
 - Curatorial Committee Jury Committee
 - Publicity Committee Maintenance Committee

Art Submissions (Check all that apply): Artist Statement and Biography are attached.

- My work or CD's is labeled. I am submitting only one medium to Jury.
- I am submitting more than one medium and I've attached the list.
- I sent digital Images to: ChathamArts.GalleryManager@gmail.com

1. Title: _____

Size: _____ Price: _____ Insurance Value: _____

Medium: _____ Description: _____

2. Title: _____

Size: _____ Price: _____ Insurance Value: _____

Medium: _____ Description: _____

3. Title: _____

Size: _____ Price: _____ Insurance Value: _____

Medium: _____ Description: _____

- Enclosed is a check payable to Chatham County Arts Gallery.
- I am paying by credit card with a Visa or Master Card

Number: _____ Expiration Date: _____



A Non-Profit Organization

Requirements for Acceptance

- A. Pay a non-refundable application fee of \$25.00.
- B. Be a resident of North Carolina.
- C. Artwork is original; is made by the artist; is not made from kits. Only molds created by the artist are acceptable. Work produced via photographs, are the artist own photographs.
- D. Completed applications are submitted with 3 pieces of work in one medium or 3 for each medium being judged at the time of the application. If photos or digital images are submitted the Jury Committee may request originals before approval.
- E. Art is submitted by the second Monday of the month. Artist is informed within 10 days.
- F. Artwork is judged using a score tier level based on 5 different criteria. Work receiving a satisfactory level or higher is accepted. 1 – Unacceptable, 3 - Satisfactory, 5 - Good

Criteria for Artwork is based on:

Artistic Style and Design – Art shows originality of design; is fresh and show individual style; expresses artists feeling and thought; consistent and cohesive.

Creative Use of Material – Artist uses novel approach or imaginative use of material.

Technical Skills and Craftsmanship – Shows handling of the medium, use of material, skill and knowledge of Principle of Design. Is well crafted and of artistic merit.

Level of Difficulty – Work show artist took time, thought, knowledge, skill and craftsmanship. Work does not have a mass-produced, commercial look or feel.

Presentation – Work is ready to hang or display. It is priced and labeled. Artist presents with business card, statement, biography and promotional material.

General Information

- Artists accepted to the Gallery will sign the Gallery Contract and pay an Annual Fee of \$100.00 due on the 5th of January each year. Artists who are accepted during the year will pay a pro-rated quarterly fee based on the month of acceptance.
- Artist who do not comply with the Artists Contract are in breach of their contract and will be asked to remove their work.
- Artists' commission fees are listed in the Gallery Contract. Gallery shows are displayed on a 2 month rotating schedule and are shown in approximately the front 2/3rds of the store. The back 1/3 of the store is rotated on a 3 month basis and art can be displayed regardless of the show theme. Artists are responsible to rotate work.
- Artists work is to be consistent with the level of work (or better) that was submitted when accepted. IF it is not consistent, the artist will be asked to remove the work.
- Volunteers working 6 hours a month receive a 10% discount on purchases.
- The gallery requests that you respect sales originating from showing your work at the gallery and have those sales go through the gallery.
- The gallery takes great care in the handling of all art and is not responsible for damage, loss or theft of any art in the gallery. All artists should review their own business or personal insurance for coverage of their art.
- Volunteers for committees are required to submit a resume or 2 paragraphs on the experience they will bring to the committee.