ARTIST'S CONTRACT

Artwork Drop-off: Wednesday, November 18, 10 AM – 8 PM
                Thursday, November 19, 10 AM – 3 PM

Sale Dates: November 23-24 and November 30-December 9
            closed November 25-29 (Thanksgiving Holiday)

Artwork Pickup: Thursday, December 10, 10 AM – 8 PM
                Friday, December 11, 10 AM – 5 PM

EXHIBITION GUIDELINES:

1. All work should be ready for display with inventory/price stickers attached to each piece of work. Do not do the pricing and list in the gallery.

2. All artwork will be inventoried at the beginning and end of the sale. Gallery representatives will be on hand to assist with this process. Please allow some time to complete the process when dropping off and picking up your work.

3. The exhibition staff reserves the right to reject any works considered inappropriate for the sale. Onsite jurying will occur throughout the sale and artists may be contacted to pickup rejected work.

4. The Gallery will retain a 35% commission on the retail price of each work sold: 20% of this is contributed to the Art Department Scholarship Fund, 10% is donated to the Art Society for operating funds and 5% to the Visiting Artist Fund.

5. The University of Wisconsin-River Falls will make every effort to provide security against damage, breakage or theft of entries during the exhibition. However, neither the Art Department nor the University of Wisconsin – River Falls can be held liable for any loss or damage to your work.

6. All student exhibitors will be expected to volunteer a minimum of four hours and guest artists a minimum of three hours helping out in the Gallery during the sale. A sign-up sheet will be available when you drop artwork off.

Payment will be mailed to the artist’s address listed below the end of January 2014. No checks will be issued before the semester break. Please direct questions regarding the sale or terms listed above to Susan Zimmer, Art Department, (715) 425-3266.

Complete the information requested on page 2 and turn in to the gallery guard when artwork is dropped off for the sale.
Please print the following information clearly:

Artist Name ........................................
Mailing Address ..................................
Telephone # ........................................
Email ..................................................

In addition to the 35% commission, I would like to donate:

☐ the additional 65% for scholarships - or - ☐ ________ % for scholarships.

I have read and agree to all the guidelines for the Art Department Scholarship Sale.

ARTIST'S SIGNATURE _________________________ DATE _______