

Art Center Copy - return with Artwork to Room 19
Copy this contract. Add art delivery and pick-up dates to your calendar

Spruill Center for the Arts
EDUCATION CENTER HALLWAY GALLERY EXHIBITION CONTRACT
5339 Chamblee Dunwoody Road, Atlanta, GA 30338
Phone: 770-394-4019 ▪ Fax: 770-394-6179 ▪ email: jprice@spruillarts.org

Artist Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Spruill Arts Showcase
February 1 – March 9, 2017
Closing Reception, Thursday March 9, 6-8pm

- Work by Spruill Center Students and Instructors in all mediums – up to 3 pieces per artist
- 2D – furnish ready for hanging, simple frame with wire, name printed on back of each piece
- 3D – furnish ready for display, name printed on back or bottom of each piece
- **SITE:** Spruill Education Center, 5339 Chamblee Dunwoody Road
- **DELIVERY DATES:** January 20-26, 2017
- **Bring art and paperwork to Bob's office in Room 19 (main office)**
- **TIME:** 9:00am – 5:00pm
- **PICK-UP WORK:** at the closing reception on March 9, or by March 15, 2017.

1. Sale of Art

Payment for work sold will be mailed to the participating artist by the 15th of the month following the sale. **The artist's share is 65% of the retail price; 35% will be retained by the Spruill Center.**

2. Insurance

Insurance is not provided for artwork exhibited in the Hallway and the Atrium in the Education Center. However, every effort is made to ensure the safety of the artwork, including monitoring by cameras that record activity.

3. Installation

All 2D work must be furnished with wire hanging device or sawtooth picture hangers. All work must include the artist's name and title of the piece on the back or bottom of the piece.

NOTE: Your signature confirms that you agree to the Spruill Center's 35% commission for work sold and that you exhibit your work at your own risk. The Spruill Center cannot be held responsible for damage or theft of the artwork.

Artist's Signature: _____ Date: _____

For the Spruill Center: _____ Date: _____

Spruill Center for the Arts

EDUCATION CENTER HALLWAY GALLERY EXHIBITION
Inventory Sheet

Information Contact: Jennifer Price
Phone: 770-394-4019 ▪ Fax: 770-394-6179 ▪ email: jprice@spruillarts.org

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ARTWORK:

1 to 3 pieces per artist; remember to write your name on the back or bottom of each piece

Price: Show the Retail Price (Artist's price + a 50% Spruill Center mark-up that will yield 65% for the artist and 35% for the Spruill Center from the marked-up retail price)

POR = Price on Request. Please provide the price **AND** check the line marked POR. Please note that only POR will appear on the title card if this line is marked.

NFS = Not for Sale

Item 1: Title: _____ Price: \$ _____

Medium and Class: _____ POR \$ _____ NFS _____

Instructor: _____

Item 2: Title: _____ Price: \$ _____

Medium and Class: _____ POR \$ _____ NFS _____

Instructor: _____

Item 3: Title: _____ Price: \$ _____

Medium and Class: _____ POR \$ _____ NFS _____

Instructor: _____