

Gallery Agreement

This agreement is between the artist (seller) and ArtWise. Its purpose is to make our partnership agreeable and profitable to both parties.

This agreement must be signed and at the ArtWise office at least two (2) weeks before your artwork is placed in the ArtWise gallery/gift shop.

When you bring your artwork into the ArtWise space for Check-in we will go over the artwork pieces individually to determine each artwork's and frame's condition. We will note any scratches, dents, scuffs on plexiglass, frames, etc. You will need to plan on one (1) hour to check in. This is the time for you to express any concerns and/or ideas that you have concerning placement and hanging your work. Every piece of art that is left at the gallery must have a tag on the back of with your name and the title of the artwork.

ArtWise reserves the right to refuse any artwork for any reason.

All artworks meant to be hung on the wall will require wires attached; we have a slat wall and hook hanging system. No exceptions.

ArtWise will provide insurance to the stated price of the artwork from the date of Check-in through the last day of the exhibit as stated below.

Your artwork will be placed in the ArtWise Gallery during the timeframe of _____. ArtWise expects that any sales of artwork shown in the ArtWise space will go through the ArtWise point of sale system. A percentage of 30% of the sale price will be retained by ArtWise.

Artwork sold will stay in the gallery until the end of the exhibit. ArtWise contact the buyer for pickup

A check for the payout from your artwork sales will be printed on the 15th (or the closest day if the 15th is on a weekend or holiday) of the month after las day your gallery exhibit. If your check is \$600 or more, we will ask you to fill out an IRS W-9 form for our records.

ArtWise reserves the right to rehang/rearrange your artwork to best highlight your artwork and to best complement all the artists' work being exhibited.

ArtWise will take photos of your artwork, as exhibited in our gallery for promotion of your art exhibit. We may use it in print or social media.

All artworks must be removed from the ArtWise gallery the day after your closing date of your gallery exhibit. If your artwork is left at the gallery, it will no longer be insured. We will remind you, then, after 60 days, any abandoned artwork will become the property of ArtWise.

ArtWise will:

- provide a well-lit public space for your gallery exhibit and will be open with advertised times.
- have staff available to monitor and chat about your artwork.
- host an opening or closing, provided the artist can attend.
- provide locked cabinets for artwork in the gift shop that requires extra security either by price or size (to be determined at sign in).
- provide news releases, social media posts and notices on other activity boards with the dates of your exhibit.
- create labels, from the artists' lists.

Artists will:

- fill out our Artist Form (either online or pick up by mail) and send it to ArtWise with photos of the type of work you wish to exhibit,
- carefully go through our agreement, signing it and getting it to ArtWise 2 weeks before the exhibit start date
- send in a complete list of artworks you wish to exhibit with **your name, the artwork title, dimensions and media and price** at least 1 week before you bring in your artwork.
- select a date with ArtWise staff for an opening or closing that you will be able to attend and come ready to speak with people about your work and process.

ArtWise staff and Board of Directors are pleased with this new adventure in Grand Forks and we look forward to partnering with you to make your art exhibit successful.

Drop Off:

_____	_____
Artist Name (sign and print)	Date
_____	_____
ArtWise Representative	Date

Pick Up:

Artist Name (sign and print)	Date
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