



EXHIBITION ARTIST AGREEMENT BETWEEN:

CARLETON PLACE GALLERY (called the 'Gallery') **AND:** _____ (called the 'Artist')

NAME OF ARTIST: _____ **TEL.:** _____

ADDRESS: _____

EMAIL: _____

WEBSITE: _____

SOCIAL MEDIA ACCOUNTS: FB: _____ **IG:** _____

HST Status: Registered _____ **HST # (if applicable):** _____ **NOT Registered** _____

DATES OF EXHIBITION: _____ **to** _____

NAME OF EXHIBITION: _____

DESCRIPTION OF EXHIBITION:

SOLO SHOW: _____ **GROUP SHOW:** _____

SPACE: Wall _____ **Plinths/Other** _____

Works to be Delivered and Set Up on Saturday: _____ **between 1:30 and 5:00 pm**

Works to be Removed on Saturday: _____ **between 10:00 am and 12:00 am**

Artist Statement Rec'd: _____ **Artworks List Rec'd:** _____ **Artworks Images Rec'd:** _____ **Fees Rec'd :** _____

The Exhibiting Artist:

- Is responsible for setting up and displaying art, with guidance from the gallery curator.
- Is expected to hold their own vernissage.
- Is expected to sit at the gallery several times during their exhibition for customers to meet the artist.
- Is expected to promote their own exhibition and to promote the Carleton Place Gallery.
- Will provide the CPG with an electronic poster and brief description of the exhibition to be posted on the gallery website and social media.
- Agrees to pay the gallery all commissions should a piece be sold outside of the gallery central cash.

- While represented by the gallery, and within 60 days of being represented at the gallery, Artists are expected to identify all sales and commissions that result from contacts generated through the Carleton Place Gallery, and pay the gallery commission on those sold works.

The Carleton Place Gallery:

- Commits to regularly promoting the exhibition and artists' work, in electronic media when possible.
- Will process all sales through the central cash.
- Will allow the exhibiting artist to host an opening after hours and will provide the artist with an entrance code to the space should they wish to host after hours.
- Agrees to pay sale proceeds, less commission, to artists with 7 days of the end of the exhibition by e-transfer. The Gallery cannot store artwork, or packing materials and will not be responsible for artwork left in the gallery after the dismantling date. The Gallery assumes no responsibility for loss or damage to any of the works while on exhibit.
- Charges HST on all artwork.

Exclusivity Policy

NOTE: With growing competition to our business, and in order to maintain our high standard of fine artists and art, the CPG requests that CPG artists not be showcasing/selling art in any other gallery or venue in Carleton Place, while exhibiting at our gallery. Currently we will make an exception to any local weekend art festivals and weekend art shows.

Payment Options for Artists:

- **Option #1:** Fee of \$275 plus HST for a three-week period, PLUS 30% commission on any work sold. This will include the use of half the room. ____
- **Option #2:** Fee of \$500 plus HST for a three-week period, PLUS 30% commission on any work sold. This will include the use of the entire room. ____
- **Additional:** Would like to use the floorspace in addition to wall space for an additional \$150 plus HST. ____

All artists must:

- Provide contact information: name, address, telephone/cell number, email address, web and social media information. ____
- Provide a BRIEF artist statement and CV (due one week before the work is delivered). ____
- Provide an inventory list of exhibited work including title, medium, dimensions and price (due two weeks before delivery). ____
- Provide quality digital images that they intend to show (to be used for promotional purposes) as per our specifications. (due two weeks before delivery) ____
- Deliver and pick up work from the gallery on the assigned dates and times. ____ ***If pick up cannot be done on the specified date, then artists must pick up **BEFORE** the assigned date (to allow for the upcoming artist to set up)
- Be responsible for framing and presenting their work in exhibition-ready condition according to our specifications (**hanging wires and D-rings MUST be attached**, paintings dry, etc.). The CPG has the right to turn away art that does not meet our hanging standards. ____
- Agree to share and promote the gallery on social media and in their circles. ____
- Agree that all works are consistent with your current style and as those presented for jurying. ____
- Own the copyright on any photographs used. ____
- Be responsible for any insurance on their work while it is hanging at the Gallery. If the artist does not have insurance, waive all responsibility from the gallery. ____

CONDITIONS ACCEPTED BY:

SIGNATURE OF ARTIST: _____ **DATE:** _____

SIGNATURE OF CARLETON PLACE GALLERY GALLERIST: _____

Date: _____

If you have any questions, please contact Ginny Fobert at: carletonplacegallery@gmail.com

Carleton Place Gallery

210 Bridge St.

Carleton Place, ON

613-253-2080

Sample Payment (HST registered Artist)

- HST is charged on the gallery space fee and commission. (remitted by the Gallery, input credits for Artist)
- HST is charged on all sales by the gallery. (HST on sales remitted by the Artist)

Sample Payment (NON-HST registered Artist)

- HST is charged on the gallery space fee but not commissions.
- HST is charged on all sales by the gallery.

Art Sale Summary– HST registered artists	
Description	Amount
Gallery Charges Art Purchaser	
Artwork (sale amount on art card)	\$1,000.00
Plus HST (\$1,000 × 13%)	\$1,300.00
Amount purchaser pays	\$1,130.00
Amount Gallery charges Artist	
Commission (\$1,000 × 40%)	\$400.00
Plus HST (\$400 × 13%)	\$52.00
Total	\$452.00
Amount Gallery gives Artist	
Amount purchaser pays	\$1,130.00
Less Gallery’s charges	(\$452.00)
Amount due to you, the Artist	\$678.00

Art Sale Summary– Non-HST registered artists	
Description	Amount
Gallery Charges Art Purchaser	
Artwork (sale amount on art card)	\$1,000.00
Plus HST (\$1,000 × 13%)	\$130.00
Amount purchaser pays	\$1,130.00
Amount Gallery charges Artist	
Commission (\$1,000 × 40%)	\$400.00
No HST charged	.00
Total	\$400.00
Amount Gallery gives Artist	
Amount purchaser pays (less HST)	\$1,000.00
Less Gallery’s charges	(\$400.00)
Amount due to you, the Artist	\$600.00