

Agreement
Exhibiting in the UU Art Gallery
Unitarian Universalist Congregation of Columbia

The Art Exhibits Committee is pleased to exhibit work by _____

in the Social Hall from _____ through _____, subject to the following conditions:

General: The Committee will make all decisions regarding the suitability of items displayed. Once the exhibit opens, no substitutions may be made without approval by the Committee.

Preparation of the Work: Works must be suitable for hanging on a French Gallery Rod System. (Additional nails or hangers may not be used on the walls of the Social Hall.) All pieces—clearly identified on the back—should be framed, gallery-wrapped, mounted, or otherwise ready for hanging at the designated time. Prior to that date, the *Inventory of Artwork on Loan to UUCC* should be submitted to the Committee, who will be responsible for creating display cards.

Hanging and Removal of the show: A Committee representative will meet the exhibitor at the church at a mutually arranged time. The representative will assist in the hanging and taking-down of the exhibit.

Reception: It is the responsibility of the artist to contact the church office (803-799-0845) to schedule a date and time for a reception if one is desired. There will be no charge for the reception space; however, exhibitors are responsible for set-up and clean-up. Generally, a Committee representative will attend the reception to assist with hosting and sales.

Payments for Sales: A Committee representative will handle all sales. Payments, whether by check or cash, will be deposited in a special Art Exhibit Fund. Purchase checks are to be made payable to UUCC (no tax). At the end of the exhibit, UUCC will deduct a 20% commission from sale of pieces by contributing Members and Friends and a 30% commission for Non-members. A check for the balance will be mailed to the artist.

Publicity: UUCC's advertising of art exhibits includes the <UUArtGallery.com> link on the UUCC home page, *Facebook*, *The Unigram*, and the weekly *Order of Service*. At least two weeks prior to the show's hanging, the artist must submit an exhibit title or theme, a brief biography, an artist statement and three or more jpgs as examples of the work.

Damage/Loss: All reasonable care will be taken of work on display. However, UUCC is not responsible for loss or damage to any artwork. Insurance is the responsibility of the artist.

Please sign and return a copy of this agreement to:
Art Exhibits
UUCC
2701 Heyward St.
Columbia, SC 29205

I have read and agree to the above conditions.

Name printed

Signature

Date

Mailing Address

Note: If your share of the proceeds is \$600 or over, you are required, at the conclusion of the show, to provide the UUCC bookkeeper with your Social Security Number or Federal tax ID number.