

## CVA Terms of Agreement

### Center for Visual Artists (CVA) Exhibition Guidelines

All artists who have been selected for exhibition at CVA must observe the following guidelines in regards to the show. Failure to adhere any guideline could result in rejection of work. The purpose of the guidelines is not to enforce uniformity, but to create a certain aesthetic consistency and professional atmosphere of quality and attention to detail. We recognize that, depending on the nature of the works exhibited, guidelines may not always apply. If you anticipate that your submission(s) will require departure from the guidelines you must discuss this with the gallery curator before installation of the show.

The art works presented must be consistent, in nature and in quality, with the works presented in exhibition proposal. If, in CVA's sole judgment, they are not consistent, CVA reserves the right to reject the artist's submission(s). The Center for Visual Artists also reserves the right to cancel the exhibition if, in its judgment, the guidelines below have not been followed. Cancellation may occur as late as the day the show is scheduled to open.

The CVA reserves the right to reject any work at any time. The CVA is under no obligation to display works of art. The CVA may choose not to show all of an artist's work based on limited space or for other reasons deemed fit by the gallery curator.

**1. Uniqueness of Work. Artwork must be original and created within the last 24 months.** Art must be the artist's original work or reproductions to which they hold the rights Commercial reproductions will be identified by the CVA Exhibition Committee and not allowed. An artist may not sell works of art other than her/his own or in any way misrepresent works of art. The CVA mission is to foster the creation of new work and the creativity of its members. **Art shown in any prior CVA Exhibition or in any other gallery in the Greensboro Cultural Arts Center (Greenhill Center, African American Atelier, Native American Gallery) is not eligible.**

**2. Exhibiting Artists.** ALL artists exhibiting in ANY CVA gallery, exhibition, or program, must be current paid Exhibiting Members. **No exceptions will be made.** Staff and Board (current paid) Exhibiting Members shall be allowed to participate in group exhibitions, however this participation must be deemed appropriate by the CVA Exhibition Committee. No Staff member will be allowed to participate in Solo or Juried Exhibitions.

**3. Installation and removal of Show.** In the Prospectus each exhibitor is given precise dates for the show (i.e. drop off work dates, pick-up work dates, opening reception date, etc.) The CVA will hang and remove all Exhibitions. Works may not be removed from the gallery until the end of the show unless the Gallery Curator grants permission. All requests to pick up work on alternate dates from an Exhibition must be done so in writing and at the time of drop off. **Any work left for more than 14 days (2 weeks) after the scheduled pick-up date of an exhibition will become legal property of the CVA.**

**4. Presentation of Artwork.** All artwork must be presented in a professional manner, i.e., any frames, matting, pedestals, etc. must be acceptable to the CVA. Wall art must be "ready to hang" with a wire hanger securely affixed to the frame. All work must include a label (affixed to the back) with artist name, title of work, date work was created, price, phone number and email. Failure to attach a label will result in rejection of work. The CVA is not responsible for wiring or applying any other needed items for artwork to be presented; this is the responsibility of the artist. If artwork is not ready to be presented properly, it will not be exhibited.

**5. Price/Inventory List for the Show.** Artists are responsible for providing an inventory sheet identifying the works by number, title, size, date, media and price. This inventory sheet should accompany the work when submitted to the gallery for consideration.

**6. Works for Sale.** Art exhibited in the CVA Gallery **must be for sale** and the price clearly indicated. The CVA Gallery may at its prerogative allow and or solicit specific works of art which may be exempt from this requirement. It is also necessary for the artist to provide with works for sale a valid tax ID # or SSN. This is not an option; the IRS requires it. All sales proceeds from the exhibition will be forwarded to the artist at the end of the month following the exhibition.

**7. Gallery Damage.** Exhibitors and their work must not damage the gallery. Ordinary wear and tear as a result of the show (i.e., holes in walls for hanging, debris and dirt from installations, etc.) must be repaired by the exhibiting artist to the gallery curator's specifications. On occasions, deemed fit by the gallery curator, the CVA will provide the materials for repair and clean up.

**8. CVA Commission.** CVA receives a 40% commission on all sales made as a result of the show. Should sales result from the exhibition within three months of the exhibit, CVA will still receive its agreed-upon commission. Any known violation of this policy will result in the artist's losing future exhibition privileges at CVA.

**9. Costs to CVA.** If the artist's failure to follow any of the above guidelines results in additional expense to CVA, CVA will bill the artist accordingly. The artist's full inventory of works will not be released to the artist until the bill is paid. In other words, CVA will retain a work or works as collateral, according to the amount owed, until the bill is paid.

**10. Insurance.** Exhibited works are insured up to \$5000 per item against fire, theft, vandalism, and breakage only while in the gallery and in the care of CVA staff. It is understood that, by signing this contract, that work will not be insured for excess of \$5000, even if the sales price exceeds that amount.

**11. Agreement.** All guidelines set forth above are considered a part of the CVA Exhibition Contract. By signing the Terms of Agreement/ Inventory Sheet the artist agrees to all terms set forth.

**12. Some conditions may not apply.**

I have read and agree to the CVA Terms of Agreement:

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# INVENTORY SHEET

*Pretty in Ink* September 5 – October 3, 2014

Artist: *please print clearly*

Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*Note: Failure to fully complete the Inventory Sheet or to improperly label entries will result in immediate rejection of work.\*\***

## CALENDAR:

Drop Off:  
Aug. 23 (Sat. 10-5pm) &  
Aug. 24 (Sun. 2-5pm)

Opening Reception:  
September 5, 6-9pm

Pick Up:  
Oct. 4 (Sat. 10-5pm) &  
Oct. 5 (Sun. 2-5pm)

SHIPPING:  
All work shipped must  
arrive at the CVA Gallery by  
4pm on Saturday, Aug. 24

### Entry 1

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: (2D: H x W) \_\_\_\_\_ x \_\_\_\_\_ (in/ft)    Price: \$ \_\_\_\_\_

### Entry 2

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: (2D: H x W) \_\_\_\_\_ x \_\_\_\_\_ (in/ft)    Price: \$ \_\_\_\_\_

### Entry 3

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: (2D: H x W) \_\_\_\_\_ x \_\_\_\_\_ (in/ft)    Price: \$ \_\_\_\_\_

### Entry 4

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: (2D: H x W) \_\_\_\_\_ x \_\_\_\_\_ (in/ft)    Price: \$ \_\_\_\_\_

**Entry 5**

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Dimensions: (2D: H x W) \_\_\_\_\_ x \_\_\_\_\_ (in/ft) Price: \$ \_\_\_\_\_

**I have read and agree to the Exhibition Guidelines (Terms of Agreement):**

SIGNATURE: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PICK UP DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ INITIALS: \_\_\_\_\_

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