

# CLEVELAND PRINT ROOM

## Artist Agreement Form: Off The Wall Members Showcase 2016

It is agreed by the parties, Cleveland Print Room, Inc. (CPR) and \_\_\_\_\_, (print name of artist) that an exhibition will be held at the gallery operated by CPR commencing Friday, December 2, 2016 and ending December 16, 2016.

That the sale of any work of art by the artist during the exhibition shall be subject to a commission of 30%.

### **CPR is responsible for:**

1. Providing gallery space which will be open to the public during gallery hours (or by appointment) that are listed in press release, website and newspaper releases.
2. Security (if needed)\*
3. A CPR representative to handle all sales of work that is purchased.
4. Retaining all works until payment is made in full from any sale within (10) days of the exhibition end date. Any work not picked up after January 10, 2017 becomes the property of CPR.
5. Paying exhibitor 30 days following the end of the exhibition.
6. Notifying all print media of the exhibition and to make gallery available (on behalf of CPR representative's schedule) for access to exhibition reviews by critics/press.
7. Printing promotional exhibition cards.
8. Ensuring that the exhibition card has all necessary logos and is approved by our Gallery Manager Jeff Curtis ([jacurtis@gmail.com](mailto:jacurtis@gmail.com)) for quality and review.
9. Insuring all works for the period of the show's run and for a period of ten days past the final exhibition date listed above. CPR is not responsible for any work after it leaves the premises (humidity, temperature shifts, dislodging, physical damage).
10. Having final say over curatorial issues regarding shows during Cleveland Print Room sponsored exhibitions. Having the exhibition work hung up no later than the day before the opening date of the show.
11. Sending out publicity to over 50 media outlets for potential promotional listings or other coverage of CPR event. (We are not responsible for any improper PR information)
12. CPR is not responsible for any outside extenuating circumstances that may deter the exhibition's opening reception including: natural disaster, bad weather, conflicting dates, etc.
13. A CPR representative being available for all gallery hours and one person at reception table serving.

### **The Artist is responsible for:**

1. Providing work to be exhibited in a suitable condition for exhibition, specifically outlined in the gallery guidelines, specifically: work must be able to be hung by a traditional picture-hanging wire.
2. Prompt pick-up of unsold work on Saturday, December 17, 2016, 12 to 5pm; Monday, January 9, 2017, 12 to 6pm; or Tuesday, January 10, 2017, 12 to 6pm.

I, \_\_\_\_\_ have read and agreed to the terms of the agreement and the Gallery Guidelines/Reception Information.

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
date

\_\_\_\_\_  
CPR representative

\_\_\_\_\_  
date

Contact information:

Shari Wilkins, Founder & Director - [shari@clevelandprintroom.com](mailto:shari@clevelandprintroom.com)

Jeff Curtis, Gallery Manager - [jacurtis@gmail.com](mailto:jacurtis@gmail.com)