

Exhibition Agreement

Delaware County Cultural Arts Center
190 West Winter Street * Delaware, OH 43015
740-369-2787 * exhibits@artscastle.org

The Delaware County Cultural Arts Center (The Arts Castle) and the artist/lender agree to the details of an exhibit "**Wish You Were Here**"-Destinations, in conjunction with the 5th grade project, as outlined below.

The Arts Castle will:

- Handle all artwork with utmost care.
- Carry "property of others" insurance on items from the day it is received, through the day of being picked up or mailed back to the artist/lender. The value insured shall be 70% of the declared retail price stipulated by the artist /lender if the work is for sale; the value insured shall be 100% of the declared value stipulated by the artist/lender if the work is not for sale. Claims are adjusted on an "actual cash value" basis.
- Install artwork in a professional style and complete didactic signage according to the inventory.
- Collect payments from customers for for-sale work. The Arts Castle will retain 30% of the price of the work and will remit the remainder to the artist/lender.
- Write and distribute a press release and additional promotional materials as appropriate.

The Artist/Lender will:

- **Lend at least 1, preferably 3**, original works depicting locations from around the world that they have visited or admire, appropriately mounted and ready for exhibition. An inventory of works will be submitted to The Arts Castle by Sunday, November 22, 2015. The inventory should include the following information for each piece: Title, Artist, Media, Approximate Size (not to exceed 45"), Lender's Name (if applicable), and Lender's Contact information (email, phone number, address), Price, and/or Insurance Value (if not the same as Price). Inventory may be mailed or emailed to the attention of Paula Blosser, Chair of the Wish You Were here-Destinations (exhibits@artscastle.org).
- Provide The Arts Castle with images of and supporting information about at least one specific piece of artwork to be shown in the exhibit (for use in promotional materials) by August 15th, 2015.
- Deliver and pick up artwork at The Arts Castle on scheduled dates or by appointment. It is understood that insurance will only be carried on the artwork November 22nd -January 10th.
- The Arts castle is a historic house and an operating community arts center serving people of all ages and backgrounds. Exhibits are displayed throughout all classrooms and public hallways. Thus, any artwork of explicit nature will not be displayed. The Arts Castle also reserves the right not to display damaged artwork or artwork received after the deadline.

Exhibition Details:

- Delivery of the artwork will be Sunday, November 22, 2015 from 1pm-4pm or by appointment.
- Exhibit opens Monday, November 30th, 2015 and closes Friday, January 8th, 2016.
- Work will be removed on January 10th, 2016, 2pm -4pm or by appointment.
- Commission checks of sold artwork will be sent to artists/lenders 10-14 business days after the close of the exhibit.

Diane Hodges, Executive Director,
The Arts Castle

Artist/Lender

(Please Print Name)

(Email address)

(Primary Phone Number)