



## Quesnel Art Gallery Society

### Gallery Show Agreement (Group)

**Group Contact Name:**

---

**Business Name (if Applicable):**

---

**Cheques payable to:**

Group  
Contact

Individual  
Artists

**Mailing Address:**

---

**Home Phone:**

**Work Phone:**

**Cell Phone:**

---

---

---

**Contact Email:**

---

---

**Title of Exhibition:**

---

**Date Exhibition Starts:**

**Date Exhibition Ends:**

---

---

**Date of Exhibition Setup:**

**Date of Exhibition Removal:**

---

---

**Do you want the Gallery to provide your contact information if a potential buyer requests it?**

YES

NO

**If yes, what information can we provide?**

Email

Phone Number

**If no, do you want the Gallery to contact you instead, as a go-between?**

YES

NO

This agreement in duplicate will be between the Group Contact, on behalf of all of the group artists, hereinafter termed the “**Exhibitors**” and the Quesnel Art Gallery hereinafter termed the “**Gallery**”. Both parties agree to the following terms and conditions:

**1. Sale of Work:** The Exhibitors must offer works in the Exhibition for sale. The Gallery charges **35% Commission** on sales of work from the Exhibition. The Exhibitors must offer **at least 50% of works** in the show for sale except where the Exhibitors have obtained the prior permission of the Gallery:

- A.** The Exhibitors work must be original. Exhibitors must show he/she has permission to use any copyrighted material. ie. portrait of a movie star;
- B.** The Exhibitors are responsible for packing and shipping or delivery of their work to the Gallery and for the return packing and pickup in the time frame the Gallery requires;
- C.** The artwork submitted by the Exhibitors must reflect the intent of the original submission to the Gallery;
- D.** All work in the Exhibition must stay the duration of the Exhibition unless the buyer is outside the Quesnel area. The Exhibitors may then replace a work sold if the Gallery agrees;
- E.** Work shown previously in the Gallery can only be exhibited for retrospectives or with permission of the Gallery;
- F.** Reproductions: If the Exhibitors are offering reproductions for sale, the reproductions must be labeled as such. They may not be displayed on Gallery walls, but can be displayed in a print bin or on a display plinth. Reproductions may be in the form of prints, posters, cards, books, calendars or other commercially reproduced items. Commissions will apply;
- G.** The Exhibitors will inform the gallery if and how they would like to be contacted if a potential buyer wishes to speak with them. The Exhibitors will not hold the Gallery responsible if the Exhibitors are contacted for reasons or by persons otherwise stated.

**2. Installation:** The Gallery will provide assistance with installation and take-down. If the Exhibitors require the Gallery to install the work for them, the Exhibitors must inform the Gallery at least a week before. Otherwise the Gallery will provide assistance for the Exhibitors to help hang the work on the dates set out above. The Gallery reserves the right to have the final say with installation:

**A. Hanging** hardware required to work with the Gallery hanging system. All wall hung material, each painting, must have a wire hanger firmly secured by adequate hooks. The wire must be mounted approximately 3 inches from the top of the painting to hide the hook used in the Gallery hanging system. Wire must be installed as tightly as possible, with no slack, in order for the work to hang straight. The Gallery reserves the right to refuse any artwork that is not appropriately prepared or the Gallery finds unsuitable for the Exhibition;

**B. Labelling:** The Gallery recommends paintings have Title, Medium, Exhibitor name and short artist statement attached to the back of each work.

**C. Artwork Intake Form:** The Exhibitor will list all of the artwork, cards, and accessories for sale, or for display only, on the **Artwork Intake Form** provided. The Exhibitors should forward this inventory to the gallery at least one week before the show, but must submit it with the work on the setup day at the very latest;

**D.** The Exhibitors may be asked to bring extra work or support material for a large display window outside the gallery.

**3. Insurance:** The Exhibitors are responsible for insurance for loss or theft of the work. The Gallery staff and volunteers will be diligent in protecting the Exhibitors' work from theft or damage but the society and its volunteers will not be held responsible if theft or damage should occur.

**4. Copyright:** The Gallery will require 3 or 4 high resolution images of the work from the Exhibitors for advertising, creating the Exhibition Poster, and for our archives at least 4 weeks before the Exhibition. The Gallery agrees the Exhibitors retain all aspects of copyright of the work.

**5. Advertising:** The Gallery is responsible for the types of advertising that the Gallery regularly schedules prior to exhibitions. This may include dates of interviews with media, posters, social media and notices. Any additional advertising is the responsibility of the Exhibitors.

**6. Exhibitor's Talk:** The Exhibitors must be present for Opening Reception unless unforeseen circumstances intervene. We appreciate the Exhibitors giving an artist's talk at the Opening Reception.

**7. Sponsor(s):** The Gallery will endeavour to procure a sponsor for the Exhibition. The Exhibitors are welcome to bring additional sponsor(s) for the Exhibition. The Quesnel Art Gallery is a public art gallery run entirely by volunteers striving to bring excellent art and exhibitions to the people of Quesnel and District. The gallery needs to have one or more sponsors for each show to help with the ongoing expenses of the gallery. If the Exhibitors are able to bring additional sponsors for their show, their commission on sold artwork will decrease from 35% to 25%.

**8. Entertainment and Refreshments:** The Gallery will provide a small table of refreshments or the Exhibitors can provide refreshments. The Exhibitors must inform the Gallery if alcohol is to be served and the Exhibitors are responsible for procuring a liquor licence, server, and purchase of alcoholic beverages. The Exhibitors must inform the Gallery if musical entertainment is to be scheduled.

**9. Payment:** The Gallery will pay the Exhibitors for work sold minus the commission no later than 45 days after the end of the Exhibition. The Gallery charges PST on all artwork sold.

**10. General:** The Exhibitors will inform the Gallery of any difficulties arising with the booking immediately. Notice of cancellation must be made no later than 3 months prior to the Exhibition by the Exhibitors. The Gallery will inform the Exhibitors immediately if cancellation of the Exhibition is required.

**I have read, understood and agree to the contents of this Agreement:**

**Signature of Group Contact on  
behalf of all of the group artists**

**Signature of Gallery Director**

---

---

**Date:**

**Date:**

---

---