



The Main Street Gallery Exhibit Policies & Procedures EXHIBIT AGREEMENT

Ketchikan Area Arts and Humanities Council
330 Main Street, Ketchikan, AK 99901

(907) 225-2211 ▪ marnir@ketchikanarts.org ▪ www.ketchikanarts.org

MAINTENANCE/MANAGEMENT OF THE GALLERY:

The Ketchikan Area Arts and Humanities Council (KAAHC) is responsible for keeping the gallery in a good state of repair. KAAHC also manages all gallery scheduling, exhibits, classes, receptions and other events. Gallery hours coincide with KAAHC business hours unless otherwise scheduled. The Main Street Gallery is a multi-use space, and your work may need to be moved in order to accommodate rentals and programs. The KAAHC is responsible for the security of the Gallery during open hours.

ARTIST(S)/CURATOR(S) MEMBERSHIP:

Any artist exhibiting work in the Main Street Gallery is required to be a member the Ketchikan Area Arts and Humanities Council at the time of the opening reception. **Annual membership for an individual is \$30.** This fee covers basic membership benefits for 12 months, including the newsletter, gallery mailings, and various announcements throughout the year. For curated shows, the curator must be a member and may implement a participation fee at their discretion to defray the costs of the gallery reception and other gallery expenses.

RUN OF EXHIBIT:

Unless otherwise agreed upon, each exhibit runs from the first Friday of the designated exhibition month to the last Friday of the same month. (See Installations and Removal).

ARTWORK:

All work exhibited will be the sole effort of the artist/curators as approved by the Gallery Committee. Any deviation from this policy must be approved by the Committee at least one month prior to the exhibit's opening date. **Artwork may not have been displayed at the Gallery prior to this exhibit (including websites), without prior consent by the Gallery Committee, and work previously exhibited in Ketchikan is not allowed, as artists are encouraged to focus on the creation of new work specifically for this exhibit.** Works from private collections may be incorporated into the exhibit.

INSURANCE:

For artwork to be insured this agreement must be signed by the artist/curator and a list of pieces and their insurance value must be submitted to the KAAHC prior to bringing artwork into the Main Street Gallery. Please assign a value to work that is not for sale. The work is insured as soon as it enters the gallery space. Pieces with complicated or unusual installation requirements should be discussed with the Arts Council well in advance of installation. The KAAHC has the right to refuse to insure any artwork.

SHIPPING & CRATING:

The artist/curator is responsible for the crating/packing of all artwork. The KAAHC is not responsible for insuring works in transit unless prior arrangements have been made. The crating must be of sturdy material with adequate cushioning and must be able to be reused for return shipping. Out of town artists pay for shipping and insurance to the gallery; KAAHC pays for return shipping up to \$75.00. Any re-packing that exceeds 3 hours of Arts Council labor will be charged at a rate of \$25/hour.

EXHIBIT COPY:

The artist/curator must supply a listing of the titles, mediums, artists, and price (or NFS) of the displayed work, as well as a description of the artist/curator and the exhibit by the Wednesday preceding the opening reception. Unless otherwise determined, the KAAHC will generate exhibit labels. The KAAHC Gallery Committee retains the right to decide what verbiage is appropriate for display.

COPYRIGHT:

The KAAHC has copyright to any published material relating to the exhibit, (i.e. posters, postcards, photographs, catalogue, etc.) for the purpose of our archives and any publication. KAAHC's copyright does not supersede or revoke previous copyrights to materials incorporated in the publication held by artists/curators or others. These earlier copyright holders will be properly credited.

PUBLICITY & PROMOTION:

- **The artist/curator is responsible for:**
 - 1.) Printing postcards/invitations for the exhibit (and posters, which are optional);**
 - 2.) Arranging the opening reception;**
 - 3.) Arranging any interviews with local media;**
 - 4.) Scheduling a program or presentation in the gallery during the show's display month with KAAHC.**
- The KAAHC will pay for postage and mailing invitations to all of its local members, as well as up to 50 others the artist/curator would like to invite as addressed by the artist.
- **A draft of the invitation must be approved by KAAHC prior to printing. Invitations must be complete and at the KAAHC office 14 days prior to the opening reception. Please be advised, no personal notes on postcards are allowed by postal regulation.**
- The KAAHC will advertise the exhibit in its newsletter, weekly e-mail, website, and through PSAs on the radio (artist to arrange any newspaper interviews if desired).

RECEPTIONS:

Opening receptions will be held the first Friday of the scheduled exhibit month from 5:00 – 7:00 p.m., unless otherwise noted. Featured artists and curators must attend the reception, and other artists involved are strongly encouraged to attend. The artist/curator is responsible for appetizers; KAAHC will provide punch and coffee. If the artist/curator is not able to attend and organize the reception, pending Gallery Committee approval, the hospitality buy-out will be \$175, payable to KAAHC. The KAAHC will assist with the reception. Plates, cups, and utensils are not provided, but we can provide some serving trays and serving utensils.

PUBLIC PRESENTATIONS:

Artists and Curators are required to give one public presentation (demonstration, lecture, slideshow, or program) at the Main Street Gallery while their show is on display. Gallery rental rates will be waived for the exhibiting artist/group/curator, and the Arts Council will include the event in all regular publicity (calendar, newsletter, weekly e-mails, etc.) Schedule your program with the Arts Council upon return of the exhibit agreement. Programs are subject to Gallery availability.

CANCELLATIONS:

Artists will be contacted 4-6 weeks prior to opening regarding the progress and planning of exhibit and reception. If the artist does not respond within three (3) working days the Gallery Committee and/or KAAHC reserves the right to cancel the exhibit.

INSTALLATIONS & REMOVAL:

Artist/curator is responsible for the installation and collection of the work after the exhibit, unless otherwise approved by the Gallery Committee. The artist/curator is allotted the Wednesday and Thursday of the opening week to install the exhibit, unless otherwise approved by the Program Director, and is expected to have work at the Gallery at the scheduled installation time. **No artwork shall leave the Gallery until the exhibit is complete, unless deemed inessential to the exhibit (such as prints).** All works not sold must be removed from the Gallery by the artist/curator within one business day of the exhibit’s closing. Saturday and Sunday are available for removal of your exhibit with prior arrangement. The artist/curator is allotted the Monday following the exhibit’s closing for removal. Out of town artists will have their works removed and shipped to them by the KAAHC, see SHIPPING & CRATING for more information.

SALES: The KAAHC will handle all artwork sales in the gallery and charge a 25% commission on such sales to cover the cost of gallery expenses. Please price your work accordingly. **As a courtesy to the KAAHC/Main Street Gallery, artists/curators are expected to sell works created for this exhibit through the Main Street Gallery and to direct buyers to purchase the work at the opening reception.** At the end of the exhibit, the KAAHC will collect payment from all buyers who have not yet paid and make the artwork available to them. After buyers have received their artwork and have made payment, KAAHC will send the artist/curator a check for the amount due, minus the 25% commission. Please see the attached agreement if you wish to allow sales through a payment plan.

DISCLAIMER:

- The KAAHC is NOT responsible for damage not covered by insurance.
- The KAAHC is NOT responsible for arranging interviews with artist/curator and the press.
- Ownership of artwork that has been left at the gallery is transferred to KAAHC 30 days after the dates stated in this agreement. The KAAHC retains the right to dispose of artworks left in the Gallery past 30 days. This will be performed at the discretion of the Main Street Gallery Committee/KAAHC representative. A letter will be sent to the owner 10 days prior to disposal.
- Your pieces may need to be moved to accommodate community events in the gallery space. Inform us of any special requirements for safe handling of your work.
- *Any changes to the above policies must be by written mutual consent.*

**Please sign both copies of this agreement and return one copy to the KAAHC office, keep one copy for your records.
Please ensure the contract is returned to 330 Main Street, Ketchikan, Alaska 99901 by May 31, 2013.**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL US AT 225-2211 or E-MAIL marnir@ketchikanarts.org

THANK YOU FOR EXHIBITING YOUR WORK AT THE MAIN STREET GALLERY!

NAME OF EXHIBIT: _____

NAME OF ARTIST(S)/CURATOR(S): _____

AGREED TO BY: _____
(ARTIST/CURATOR)

DATES OF EXHIBIT: _____

AGREED TO BY: _____
(KAAHC Representative)

DATE: _____



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PAYMENT PLANS FOR ARTWORK SOLD THROUGH THE MAIN STREET GALLERY

To further assist artists in the sale of artwork exhibited in the Main Street Gallery, Ketchikan Area Arts & Humanities Council offers payment plans to buyers. Artists wishing to utilize this service must sign this agreement. The following terms provide a consistent program for patrons and constitute Gallery policy.

Payment plans are only available for artwork exceeding \$300.

Artwork must be paid for within 60 days after the patron enters into the plan with Ketchikan Area Arts & Humanities Council. Patrons purchasing artwork will pay 1/3 of the cost of artwork upon entering into a payment plan, with 1/3 of the cost paid within 30 days and the final 1/3 within 60 days.

Any patron wishing to utilize the artwork payment plan must sign an agreement with KAAHC, outlining all terms and timeframes, along with paying 1/3 of the cost up front.

Artwork cannot be removed from the Main Street Gallery until it has been paid for in full.

Artists will receive compensation for artwork sold through a payment plan after KAAHC has received full payment. Artists will be notified of any outstanding payment from artwork being bought through a plan.

Artists will be paid for all work purchased in full during their exhibit within 7 business days of the conclusion of their show.

YES! Patrons may utilize the Ketchikan Area Arts & Humanities Council's payment plan for artwork exhibited in my Main Street Gallery Show.

NAME OF EXHIBIT: _____

NAME OF ARTIST(S)/CURATOR(S): _____

SIGNATURE: _____

DATE: _____

Please return this agreement to KAAHC along with your EXHIBIT AGREEMENT.

SIGNATURE: _____

(KAAHC Representative)

DATE: _____