



School of Visual and Performing Arts  
**Division of Art**  
 The University of Louisiana at Monroe

## Bry Art Gallery Exhibition Contract

This contract for exhibition of original artwork by

\_\_\_\_\_ (hereinafter referred to as "Artist") and ULM Bry Art Gallery was entered into this **date:** \_\_\_\_\_.

1. **Exhibition.** Artist agrees to exhibit the named work(s) in Bry Art Gallery on the campus of the University of Louisiana at Monroe. The work will be on display from **date:** \_\_\_\_\_ to **date:** \_\_\_\_\_. Artist agrees not to remove any work from the exhibition prior to the closing date.
2. **Delivery & inventory.** Shipped work must arrive no later than one week prior to the exhibition opening. Hand delivered work must be delivered on the date arranged by the artist and Division of Art exhibition committee. Artist will clearly identify each work. Artist will provide an inventory sheet with title, medium, and price (or insurance value if not for sale) at least one week prior to the exhibition opening. It is expected that the artist will consider the public nature of Bry Art Gallery and provide work that is suitable for a campus community. The gallery exhibition committee retains the right to exclude individual pieces from the exhibition.
3. **Sale of work.** Artist agrees to pay ULM Division of Art a 20% commission from any sales directly resulting from this exhibition even after the exhibit closes. Purchase checks are to be written to the ULM Foundation. The foundation will then reimburse the artist less 20%.
4. **Insurance.** From the time the work is received by Bry Art Gallery through the stated pick-up date, ULM will insure the work to the benefit of the artist in an amount equal to the artist's portion of the retail sales price. A completed inventory list must be provided at least one week prior to the exhibition opening to insure artwork. Artist should insure the work at all other times.

5. **Promotion.** If an image is provided by **date:** \_\_\_\_\_ (at least 30 days prior to the exhibition), a color postcard announcement, funded by the Campus Activities Board, will be printed and mailed using the Division of Art mailing list. Additional addresses can be added to that list, if they are provided by the specified date.
6. **Exhibition-ready work.** Artist agrees to provide instruction for, and/or onsite direction of, the installation of artwork(s) Artist agrees to provide work that is ready for exhibition including any two-dimensional work framed or ready to hang. The gallery walls are wood covered with carpet, it is recommended that works intended for wall display have wire cable or equivalent firmly attached to the back that can be hung from nails. Other hanging methods must be approved by the exhibition committee prior to installation. Three-dimensional works should be stable and secure. Artist and Bry Art Gallery shall agree upon requirements for, and provision of, display pedestals prior to installation of the exhibited work(s). Please provide a request for any technical requirements with this signed contract for review by our Technical Director. Bry Art Gallery will create and install exhibition tags with artist name, title, medium, and price, provided that the artist supplies this information within the appropriate time frame.
7. **Opening Reception.** Bry Art Gallery does not sponsor exhibition opening receptions, but a reception can be negotiated with Bry Art Gallery. The date and time can be included on the printed postcard if provided by the specified deadline. A time can also be scheduled for a gallery talk.
8. **After the exhibit.** Artist agrees to pick up work on **date:** \_\_\_\_\_ after the close unless otherwise negotiated with the gallery director in advance of this date. Bry Art Gallery and the University of Louisiana are not responsible for work left after 30 days of the close of the exhibition.
9. **An honorarium** of \$\_\_\_\_\_ is provided to help defray costs of presentation and pickup of work.

Reproduction rights, for the artwork on exhibit, are granted where the artwork appears in normal background photographs, or is used in promotion of the School of Visual and Performing Arts, or the University of Louisiana at Monroe. Other uses shall be with the permission of the artist.

Artist Name \_\_\_\_\_ Artist SS# \_\_\_\_\_  
 Please Print

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
 Gary Ratcliff  
 Head, Division of Art

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Artist Signature

\_\_\_\_\_  
 Date