

Contract for Exhibition

Exhibitor Details:

Name:
Address:
Telephone: e-mail:
Description of Exhibition (to be used in Gallery Exhibition Programme):
Display Period:

Hire Fee

For the year 2009 the hire fee is **£130**. Please send your cheque, made payable to Sam Scorer Gallery, when returning this countersigned contract.

Insurance

The Gallery has Public Liability Insurance, but is unable to insure individual art work. All reasonable care will be taken by the Gallery for the safety of the work whilst on the premises. Any work exhibited without insurance must be at the exhibitor(s) own risk. The Gallery Arts Trust cannot accept responsibility for any loss or damage whatsoever.

Have you arranged your own insurance of your art works? Yes No
(please tick as appropriate)

Exhibitor Responsibilities

The exhibitor is responsible for invigilation during the booking period. The exhibitor is also

responsible for publicity (to their own design and at their own expense) and for arranging a private view, including mailing invitations.

Display

The exhibitor is responsible for the hanging/display and organisation of the internal gallery space. The Gallery supplies a hanging system and does not permit works to be screwed/nailed into the fabric of the Gallery without express permission.

Exhibitors are expected to identify each art work (exhibitor's name, title/description, medium and retail price) by displaying labels alongside each piece or providing a price list.

Sales

Payment for sales of work on display will be made direct to the exhibitor by the purchaser. Please note the Gallery has no debit or credit card facility. Individual exhibitors should arrange their own method of acceptable payment – card, cheque or cash.

Work is sold 'as seen' and any queries or complaints by a purchaser will be directed to the exhibitor for resolution.

Commission

For the year 2009 commission is charged at **20% on all sales**, including prints, cards and original works. Please calculate the final amount owing to the Gallery at the end of the exhibition and send a cheque, made payable to Sam Scorer Gallery, direct to the Honorary Treasurer, Carol Curtis, c/o Sam Scorer Gallery.

Cancellation of Booking

The hire fee will be retained by the Gallery if a booking is cancelled by the exhibitor (except in exceptional circumstances).

Signed: Date:

On behalf of the Gallery

Signed: Date:

Exhibitor

Please return one copy of the completed contract to:

The Secretary
Gallery Arts Trust
c/o 19 St Giles Avenue
Lincoln
LN2 4PE

Telephone: 01522 529124