

KINGSTON SCHOOL OF ART & WINDOW ART GALLERY

Exhibition checklist and agreement

Artist Name (s): _____

Contact info: _____

Show title: _____

Show dates: Hanging date and time: _____

Open from: _____ to _____

Take down and removal date and time: _____

Reception (date and time): _____

Live Music? (Y/N): _____

Artist Inventory Form:

Due by: _____ Received? _____

Labels (include name, title, medium, price):

Labels typed and printed by (date): _____ Done? _____

Hanging team (names): _____

Key required? _____ Key issued to: _____ Date: _____ Key returned: _____ Date: _____

NOTE: Confirm that works match info on Inventory Form _____

Guest book supplied by: _____

Any special notes re gallery opening hours/sitting:

Office Use:

Number of weeks: _____ x \$100 = \$ _____ + \$100 admin fee = \$ _____

Deposit amount (25%): \$ _____ Paid on (date): _____ Receipt # _____

Balance amount: \$ _____ Due: _____ Paid on: _____ Receipt # _____

Poster: Image (jpeg) supplied by: _____ by (date): _____

On website: _____

Printed (20 copies): _____

Distributed: _____

Media notices (3 weeks prior):

Whig-Standard ____

KSOA newsletter ____

Kingston This Week ____

Facebook ____

Heritage/EMC ____

Instagram ____

Counsellors notified? _____

At take down, confirm artist initials receipt of works on Inventory Form _____

Payment to artist for sales minus 20% commission:

Cheque # ____ . Issued by: _____ Date: _____

Notes:

Deposit of 25% of total exhibition fee is paid at the time of booking. The balance is due one month prior to the exhibition.

All artwork must be matted, framed or stretched, and ready to hang. No adhesives or adhesive tapes can be used on the walls.

All costs involved in the hanging of the exhibition are the responsibility of the artist. The WAG is not responsible for installation or removal of work. A volunteer from the WAG may be available to help with installation and removal on request. Any damage to the building during the hanging or removal of work will be repaired by the artist. If walls need repainting or repair, the WAG will make the proper paint available to the artist.

All food, and beverages for a reception as well as set-up and clean-up are the responsibility of the artist.

All artwork sold during the exhibition will be subject to a 20% commission paid to the WAG. The gallery will process all sales, and within a reasonable time after the end of the exhibition, will pay to the artist the total of sales minus the 20% commission.

The Window Art Gallery is part of the Kingston School of Art with students of all ages. Material submitted for exhibition must meet with the approval of the selection committee and be deemed appropriate both in quality and content.

During the exhibition the gallery may be used to host other events. These events will in no way interfere with the artwork or inhibit gallery patrons from viewing the exhibition.

Waiver of insurance:

I understand that the Kingston School of Art does not insure or carry insurance for works exhibited on its premises. I agree to indemnify, defend and hold harmless the Kingston School of Art, its Board, employees and volunteers from any and every claim for damage, loss or injury of any kind whatsoever while the above described exhibit is on display, or while any of the materials in connection therewith are enroute to or from or in or upon the premises of the Kingston School of Art.

I agree to the information specified above and agree to abide by the guidelines listed above.

Artist signature: _____ Date: _____

WAG signature: _____ Title: _____