



## JEFFERSON CENTER FOR THE ARTS VISUAL ARTIST AGREEMENT

Show: \_\_\_\_\_ Date: \_\_\_\_\_

Artist name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

### Memorandum of Understanding

I understand that the Jefferson Center for the Arts (JCA) does not provide insurance. I assume all responsibility for any insurance coverage needed.

I understand and agree to the terms of sale. Artist shall receive **50%** of sales from each of their works. Jefferson Center for the Arts will receive an equal split of **50%**. Artists will be paid within 30 days of sale.

I give \_\_\_\_ I do not give \_\_\_\_ my permission for my artwork to be photographed and displayed on the JCA website ([www.jeffersoncenterforthearts.com](http://www.jeffersoncenterforthearts.com)), as well as possibly used in local media for public relations and promotion.

I agree to pick up my artwork after the show on Tuesday September 8<sup>th</sup> between 9am and 12pm. Alternatively, I may pick up my art immediately after the show at 9pm on Monday September 7<sup>th</sup>.

Artist's Signature: \_\_\_\_\_

### Submission Instructions

- Artists may submit up to four pieces for a \$10 entry fee per piece.
- Each piece must be ready to display with appropriate hanging wire, easel or other means to exhibit your work. Any special lighting must be provided by the artist.
- Deliver your art on Friday August 21<sup>st</sup> or Saturday August 22<sup>nd</sup> between the hours of 12pm and 3pm.
- Please print and fill out the following inventory form and the cut-out forms for each piece. Attach cut-outs to the back of each piece.

*JCA Volunteer initials who accepted work:* \_\_\_\_\_ *Payment (cash/check/):* \_\_\_\_\_

SHOW: \_\_\_\_\_ DATE: \_\_\_\_\_

ARTIST: \_\_\_\_\_

Inventory:

Title	Medium	Price

## Artist Labels



\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_

Media: \_\_\_\_\_

Size: \_\_\_\_\_ Price: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Title: \_\_\_\_\_  
Media: \_\_\_\_\_  
Size: \_\_\_\_\_ Price: \_\_\_\_\_

✂ \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Title: \_\_\_\_\_  
Media: \_\_\_\_\_  
Size: \_\_\_\_\_ Price: \_\_\_\_\_

✂ \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Title: \_\_\_\_\_  
Media: \_\_\_\_\_  
Size: \_\_\_\_\_ Price: \_\_\_\_\_