

Between: **Caroun Art Gallery** (hereafter referred to as CAG)  
1403 Bewicke Ave, North Vancouver, BC, V7M 3C7

And Artist:

Name: .....  
Address: .....  
Phone: ..... Email: .....

**I- Exhibition Details**

- a) Exhibition Title: .....
- b) Exhibition Dates: **14 days**, from ..... to .....
- c) Opening Reception Date & Time: **4-8 pm**, .....

**II- Artist's Responsibilities**

- 1) Provide CAG with the following information, at the time of registering for exhibition:
  - 1-1) A current artistic biography, resume and statement in "Word 2003" program and a printed copy (for use in website and installing at the entrance of CAG during the exhibition)
  - 1-2) Information and images for press releases; high resolution (300 dpi) digital images
  - 1-3) List of works for the exhibition, including title, size, medium and sale price...
  - 1-4) Installation requirements, if any.
- 2) Works should be framed completely, including wire at the back (*Works on Canvas may not be framed, but ready for hanging*). Works will be delivered to the gallery by the artist on the determined date of the exhibition. Works should be removed at the last day of the exhibition by the artist 7-8pm.
- 3) The artist is responsible for packaging, shipping, delivering, removing, pick-up and insurance of work during transport to and from CAG, and during the exhibition at CAG. Artists should attend and do everything themselves. CAG has no responsibility for the damage or lost of the artworks during shipping, delivery, exhibit, removing, pick-up and returning, and this is the artist's responsibility.  
**Date Artworks are to be delivered: 11am**, .....  
**Date for Pick-up: 8pm**, .....
- 4) Allow the works in the exhibition to be photographed (or making film for TV) for purposes of reports, documentation and publicity; allow limited of reproduction of his/her images for non-commercial use. Mostly visitors take photos of the works. Red this box  if the artist does not want his/her works photographed by the public.
- 5) Artist could have a short presentation at the opening day. If the artist wants to deliver an artist's talk or workshop during the exhibition, he/she need to determine the subject, time and date:  
Subject: ..... Date: .....  
The artist is responsible for providing any materials for his/her demonstration and workshop; any costs should be paid by the artist.
- 6) Local artist must attend at the opening day, and must be available during the period of the exhibition to deliver an artist's talk or demonstration workshop or any other work.
- 7) Labels of the works should be made by the artists on a white board, including "Title", "Name of the Artist", "Media", "Date" and "Price". "Price should be determined in two parts: Artist's price and TAX (HST).

8) Artist(s) need to print invitation cards and poster themselves with their own costs. Some invitation cards and poster should be delivered to the gallery one month before the date of exhibition. Delay in bringing these stuffs will make a big delay in promoting the exhibition and CAG will have no responsibility for promotion the exhibition.

**III- CAG Responsibilities**

- 1) Promote the exhibition through regular membership mail outs, press releases and regional galleries. All the materials must be delivered to CAG one month before the date of exhibition by the artist.
- 2) Coordinate sales of artworks. The CAG receives 30% administrative fee from purchased works in the period of the duration of the exhibition plus thirty days after the exhibition ends. PST and GST is charged on all sales. Artworks must remain in the art gallery until the end of the show.

**IV- Costs**

All the costs of the exhibition must be paid by the artist(s) at the time of registration:

- 1) Exhibit Fee is \$1200 for individual or group exhibition. HST will be added.  
International artist need to deposit \$600 for Custom, Storage and Delivery costs. The final amount will be determined later. (%30 of sale goes to CAG as mentioned.)
- 2) CAG Annual membership Fee is \$50 (+HST) for each local artist and \$65 for each International artist, for one year.

CAG members will receive one year FREE membership of Caroun.com:

Artists will be a member of "Caroun.com" for one year. Each artist will have a gallery, including a text and 12 picture of his/her works at the related section of Caroun. Members of CPC & Caroun.com do not need to pay this fee. This is a non-refundable payment.

- 3) Delivering, handling, packaging and shipping to and from CAG must be done by the artist(s). CAG has no storage, and delays for removing the works costs \$75 (plus HST) for each day. Artists out of Greater Vancouver and international artists, who cannot attend the CAG, must pay all the costs plus 35%. HST will be added.  
Customs, Storage, Delivery, taxes... plus %35 need to be paid by the artist(s) in advance.
- 4) Installation and removing the works must be done by the artist(s). Artists out of Greater Vancouver and international artists must pay \$250.00 additional. HST will be added.
- 5) A \$100 needs to be paid for Internet reports for each artist. HST will be added.
- 6) Invitation card, poster, catalog, Reception... should be done by the artist(s) and he/she/they must pay all the costs.
- 7) All the costs should be paid in advance, at the time of registering.

**V- Other**

- 1) CAG can cancel the exhibition up to 3 months before the date of exhibition; all the payments will be refunded.
- 2) By signing the contract, artist(s) accept to do due to the rules of CAG, otherwise CAG will cancel the contract at any time, without refunding any payments.
- 3) Artist(s) can cancel the exhibition 3 months before; Exhibit Fee will be refunded. Exhibit Fee is not refundable after that time.
- 4) This contract will change time to time by CAG, and artist(s) will accept it.

**Fees paid by the artist:**

- 1) Membership fee: .....
- 2) Gallery Fee:.....
- 3) HST:.....

Artist signature  
.....

Date  
.....

CAG  
.....

Date  
.....

<b>No.</b>	<b>Title</b>	<b>Media</b>	<b>Size</b>	<b>Price \$</b>
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**VI- Release of Artworks/Payments**

The amount of \$..... is paid to the artist Cash/by the Cheque No. .... for the sold works.

All the Artwork(s) (No.: ..... ) by the above mentioned artist was returned from Caroun Art Gallery to the artist in good order.

Name (artist): .....

Artist signature  
.....

Date  
.....