

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: **5 or 10 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” 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 8 pm.

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. Its costs should be paid by the artist.

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. Allows the visitors to take photos of the works.

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:

Artist(s) is (are) 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 stock board, including “Title”, “Name of the Artist”, “Media”, “Size”, “Date” and “Price”. Price should be determined in two parts: Artist’s price and TAXes.

8) Artist(s) needs to print invitation cards and brochures themselves with their own costs. Invitation cards, brochures & poster should be delivered to the gallery 3 months 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. All the materials must be delivered to CAG 3 months 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 ninety days after the exhibition ends. Taxes are 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:

- 1-1) Exhibit Fee for two weeks \$2000 (+ GST) for individual exhibition
- 1-2) Exhibit Fee for two weeks \$2500 (+ GST) for 2 artists exhibition
- 1-3) Exhibit Fee for two weeks \$3000 (+ GST) for 3 artists exhibition
- 1-4) for more artists in a group exhibition: \$4000 (+ GST) for two weeks (max 10 artist)
- 2) \$1500 as a deposit for Custom, Storage and delivery costs needs to be paid in advance too. The final amount will be determined later.
- 3) Members will have a page on Caroun.com, including a text and 12 pictures of his/her works at the related section of Caroun.com for one year, if he/she registers for annual membership of the gallery.
- 4) Delivering, handling, packaging and shipping to and from CAG must be done by the artist(s). CAG has no storage, and delays for removing each work costs \$75 (plus GST) for each day. Artists out of Greater Vancouver and international artists, who cannot attend the CAG, must pay all the costs plus 30% in advance. Taxes will be added. Any costs by CAG, including Customs, taxes... plus %30 need to be paid by the artist(s). CAG is not responsible for any loss or damage to the art works.
- 5) Installation and removing the works must be done by the artist(s).
- 6) Reception should be done by the artist(s) and he/she/they must pay all the costs.
- 7) Invitation card, poster, catalog and brochure... should be done by the artist(s) due to the gallery forms and he/she/they must pay all the costs.
- 8) All the costs should be paid in advance, at the time of registering; all the payments are non-refundable.

V- Returning Works

- 1) Local artists MUST remove your works from the gallery at the last of the exhibition on 08:00 pm and sign the 4th page of the contract.
- 2) Artists out of Vancouver need to sign the 4th page of the contract first. As the costs of delivery, removing works from frames, delivery, packaging and mailing costs... are paid by the artist, works will be returned.
- 3) For each day delay, starting from the last day of the exhibition, for both local and International artists, artist needs to pay the storage fee as mentioned on IV-3 on this contract. In this case, CAG keeps the works just for 30 days, receiving the storage fee (\$75 per day + GST, for each work). After that CAG has no responsibility and put all of the works out of the gallery, with a "Free" sign on it.

VI- Other

- 1) CAG can cancel the exhibition up to 3 months before the date of exhibition; 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) cannot change the date of the exhibition and cannot cancel the exhibition too. No Fees will be refunded.
- 4) The sale prices are fixed. If the artist decides to reduce the price, the gallery commission will be account on the not-discounted price.
- 5) This contract will change time to time by CAG, and artist(s) will accept it, by signing it.
- 6) This contract shall be governed by the Laws of British Columbia. The parties agree that Vancouver, BC, Canada shall be a non-exclusive location for jurisdiction and venue for any dispute relating to this contract.

VII- Fees paid by the artist:

1) Membership fee: 2) Gallery fee: 3) Others:

4) GST: PST: 5) Total:

Artist signature
.....

Date
.....

CAG
.....

No.	Title	Media	Size	Price \$
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

VI- Release of Artworks/Payments

I,, introduce Mr./Ms. as my representative to release my art works/payments:

Name:

ID Number:

Telephone:

Address:

He/she will bring his ID to release the works/payments.

Name (artist):

Artist signature

Date

.....

.....

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 or representative):

Artist/Representative signature

Date

.....

.....