



Artist Agreement and Guidelines for Exhibition of Artwork

EXHIBITION: “Caribbean Jubilee: National Caribbean-American Heritage Month 2016”

VENUE: The Torpedo Factory
Site 2 and Site 3 Galleries
105 N Union St, Alexandria, VA 22314

DELIVERY: Tues., June 7, 2016 - 10 AM to 12 PM

ALTERNATE DELIVERY DATES: May 30 - June 6
(For out-of-town artists who need to ship work.)

ALTERNATE SHIPPING ADDRESS:

Roslyn Cambridge (Assistant Curator)
1133 East West Highway, Apt# 1031 West
Silver Spring, MD 20910
roslync16@gmail.com – (301) 495-7708
May leave package w/front desk if needed.

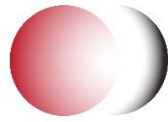
PICK UP: Saturday, July 2, 2016 - Noon to 5 PM

EXHIBITION DATES: June 7 through June 30, 2016
OPENING RECEPTION: Saturday, June 11, 2016 -
2 PM to 5 PM

Presentation Criteria of Artwork to Be Exhibited:

- Artwork:**
All delivered paintings must be dry. All artwork must be the same piece that was selected for this exhibition.
- Framed Dimensions:** No larger than 40" w by 72" h. Exceptions may be made on a case by case basis.
- Frame:** Neat, clean, sturdy and complementing artwork. Unframed canvas should have finished edges. Mixed media artwork must be suitably framed.
- Glass** [if applicable]: Clean inside and out.
- Hanging hardware:** All framed and/or unframed artwork must have hanging wire, D-rings or screw eyes securely attached to the back of the artwork, and must support the weight of the piece. The hanging crew has to thread monofilament (fishing line) through these to suspend the works from the fixed nails/screws in the concrete gallery walls.
- Mat(s)** [if applicable]: Neat, clean and professionally cut: All four sides of mat are equal, OR top and two sides are equal and bottom is greater. Width of mat sides, top and bottom, must proportionally complement size of composition; single mat with bevel cut, OR double (triple) mats with bevel cuts. Color mat(s) complement composition.
- Identification Label:** Label for artwork must be affixed to back of artwork and include: Name of Artist, title of artwork, medium, and artist's phone number and sale price or insurance value if NFS. Small business cards are a good size to use for providing the information. Affix to back of the artwork.

All artwork dropped off at the Torpedo Factory or shipped to Roslyn Cambridge’s residence will be reviewed by the Arts Committee (AC). **DO NOT** ship to the Torpedo Factory. AC reserves the right to refuse any art work different from what was selected or if it deems to be improperly presented, unsafe, damaged, or fails to meet the standards outlined above. All packing materials must be removed by the artist immediately after delivery.



ART IMPACT USA

Use Rights

1. **Promotion:** Artists who have their artwork selected for participation in this art exhibition agree to the following: That AIUSA be granted usage of the chosen artwork, for display, marketing and promotional purposes and exhibition catalog. In addition, the artwork may be used for any future promotional AIUSA themed art exhibition and that usage of that image(s) is limited to AIUSA press releases, AIUSA event presentations, AIUSA articles, AIUSA graphics, AIUSA slide shows, AIUSA presentations, AIUSA event materials and for use on the AIUSA website.
2. **Archive:** The artist further agrees that AIUSA can maintain an archive of the chosen artwork image for the purpose of a historical documentation and as a record of past themed shows. This archive will be available for public viewing and be limited to the AIUSA website (www.artimpactusa.org). AIUSA will credit each image creator with their Artist Name, File Name and the Artist Website, if applicable. The Artist shall maintain all copyrights of any images that are submitted to AIUSA.
3. **Poster Publishing:** With written permission, Artist grants AIUSA limited copyright of the artwork for purpose of printing souvenir poster reproductions for sale or auction to the public and sponsors to further promote the artists and help cover exhibition costs. No photography will be reproduced. 30% royalty fee will be paid to the artist. All images submitted by the artist to the AIUSA website are the property of the artist and the artist retains the sole copyright and all applicable rights to said images. Images are protected and will not be copied or downloaded from the AIUSA website.
4. **Exhibition Catalog Publishing:** A full color, perfectly bound catalog is being published for this exhibition. Each artist will be published with one full page of their art, bio and statement. Each exhibiting artist is requested to contribute \$30 and will receive 2 copies. \$10 for each additional copy. For payment information, visit www.artimpactusa.org/caribbean-jubilee-catalog-contribution.

Sales and Commissions

All sales are arranged between Art Impact USA and the purchaser. 30% commission from sales of exhibited artwork benefits Art Impact USA, Inc. 30% royalty fee is paid to the artist for sale of posters printed by AIUSA.

If the Artist fails to take possession of the Artwork on July 2, 2016, or if no special arrangements have been made for the return of the Artwork and if efforts to contact the Artist at the expiration of the loan period (6/7 – 7/2/2016) are unsuccessful, the Artwork will be placed in storage at the Artist's risk and expense at the rate of \$100 per week. After 30 days, or the full retail value has been accrued, (whichever comes first), the artwork becomes the property of the Target Gallery / Torpedo Factory Art Center.

Insurance

The **Torpedo Factory** insures all artwork during the length of the exhibition. This does not include shipping insurance. In order to maintain the full insurance value, the submitted price of the artwork may not be changed or altered once accepted. If the artist is unable to abide by these criteria and/or do not agree with any of the above the art should not and must not be delivered to the venue of this exhibition. If artwork is delivered to the **Torpedo Factory** it is understood that the artist agrees to these guidelines.

Save and print this document for future reference. Check your email on a regular basis for updates concerning your participation in "Caribbean Jubilee." If you have questions that you are *certain* are not addressed here, *then* feel free to contact Carolyn Goodridge at curator@artimpactusa.org.