



Greene Arts

Greene County Council on the Arts  
398 Main Street, P.O. Box 463  
Catskill, NY 12414  
518.943.3400  
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gccca@greenearts.org  
www.greenearts.org

## EXHIBITION CONTRACT & LOAN AGREEMENT

**Salon 2011**

**November 26, 2011 – January 7, 2012**

**Reception: Saturday, November 26 from 5-7**

**Drop Off Dates: Mon/Tues, Nov 21/22 from 10 - 5 PM**

**Pick Up Dates: Mon/Tues, Jan 9/10 from 10 - 5 PM**

**Please mail all pages of Original Contract and Loan Agreement**

To: GCCA Visual Arts Director Fawn Potash at  
GCCA Catskill Gallery, 398 Main Street Catskill, NY 12414

*If shipping, please complete the following information and enclose a check for shipping, insurance and a \$5.00 packing fee, payable to GCCA. Also, enclose a copy of this form with your work if you ship/deliver it to the Catskill Gallery, Catskill.*

\_\_\_\_\_ of works were sent \_\_\_\_\_ via \_\_\_\_\_. Return via  
(NUMBER) (DATE) (SHIPPING SERVICE)

\_\_\_\_\_ Cost enclosed: \$\_\_\_\_\_ (Ins. \$\_\_\_\_\_). Or bill to

\_\_\_\_\_  
(SHIPPING SERVICE) (AMOUNT) (ACCOUNT OR 3<sup>RD</sup> PARTY #)

**Artist Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Tax I.D./Social Security #**                      **UPON REQUEST OF SALE OF WORK.**

 Please sign back and return all 4 pages of original Contract & Loan Agreement.

**Promotional Materials**

Submit as soon as possible: photos/CD/.jpg digital images (300 dpi). **GCCA Visual Arts Director may utilize images of my work for promotion of this exhibit, including GCCA literature, press release and/or GCCA web site: \_\_\_\_\_Yes**

**Exhibition Policy**

An up-to-date **GCCA membership is required** to access artists' services including slide review, studio visits, exhibitions at Mountaintop Gallery, Catskill Galleries, Amtrak display cases, gift shop at Mountaintop Gallery and Gallery Store at Catskill. Membership means creating personal artistic opportunities while supporting the local art community. We ask artists to contribute refreshments for the opening reception. Please indicate in the appropriate space below what you will bring.

**Delivery and return of art work**

It is the responsibility of the individual artist to deliver artwork to the gallery by the date due for installation. All pieces must be ready for display. **Two-dimensional work must have hanging wires.** Please check with us on availability of pedestals for three-dimensional work. Works shipped must be sent in reusable containers with a check for return delivery and in transit insurance unless other arrangements are made with the visual arts director in advance. It is also the artist's responsibility to pick up or arrange for shipment of works on specified dates after the show's closing.

**Commissions & Insurance**

Our commission is 30% of the retail price of each work sold unless the artist donates a larger percentage. The GCCA shall insure the artwork while it is on display, for five days before and five days after the exhibit. Should an insurance claim be necessary, the artist will receive the net value of the work (ie: retail price minus GCCA's commission). In case of damage or loss of artwork, verification of actual value will be the artist's responsibility based on previous sales or estimates from a qualified conservator or repair person. Any claims resulting from damage, loss or theft must be made in writing within 30 days after the closing date of the exhibit.

**I agree that the artworks listed on page 3 are loaned to Greene County Council on the Arts during the exhibition dates noted, and I agree to all provisions as detailed:**

- \_\_\_\_\_ My membership is current
- \_\_\_\_\_ I am renewing now.
- \_\_\_\_\_ My membership information enclosed.

I agree to the standard **30% commission off retail:** \_\_\_\_\_ **OR** I would like to donate a larger percentage to the GCCA: \_\_\_\_\_%

**For the OPENING RECEPTION, I would like to bring:**

Food (specify) \_\_\_\_\_

Drinks (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature of artist or artist's representative

\_\_\_\_\_  
date

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Artist Name: \_\_\_\_\_

1. TITLE \_\_\_\_\_ RETAIL PRICE\* \_\_\_\_\_  
MEDIUM \_\_\_\_\_ SIZE: H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_ YEAR \_\_\_\_\_

2. TITLE \_\_\_\_\_ RETAIL PRICE\* \_\_\_\_\_  
MEDIUM \_\_\_\_\_ SIZE: H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_ YEAR \_\_\_\_\_

3. TITLE \_\_\_\_\_ RETAIL PRICE\* \_\_\_\_\_  
MEDIUM \_\_\_\_\_ SIZE: H \_\_\_\_\_ W \_\_\_\_\_ D \_\_\_\_\_ YEAR \_\_\_\_\_

Please attach extra sheets if necessary

## GENERAL GUIDE LINES FOR CATSKILL GALLERY

**Please Return all pages of Original Contract and Loan Agreement** form to the GCCA Catskill Gallery when submitting your work. So the Visual Arts Director, Fawn Potash can prepare the labels in advance. Early submissions for up coming shows are welcome so we can prepare for press releases. When you drop off your artwork, the original C & A will be at the front desk for signing in and out your work. ***Please make sure you make a copy for your records and bring your copy of the contract with you when dropping off and picking up as a receipt for your work.***

- Submit one or two press jpegs as soon as possible, 5" by 300 dpi to GCCA Visual Arts Directo, Fawn Potash so she may utilize images of your work for promotion of this exhibit, including GCCA literature, press release and/or GCCA web site.
- VAD creates all the labels for the art work for upcoming exhibits so please get your paper work in on time. It does take a considerable amount of time to post all the information.
- Submissions unaccompanied by a self addressed stamped envelope will be discarded.
- All work must be ready to hang or display. If your work is not ready the piece or pieces of work will not be displayed.
- Please make sure that your art work is labeled with your name and the title of the piece. We receive many pieces of work during the exhibitions and without your info on the back it becomes very hard to connect the artist, the work and the accompanying label
- Tax ID/Social Security must be given to us when a piece of work has been sold in order for us to pay you.
- Please be prompt with drop off and pick up times as our gallery has no storage space.

### SIGN WHEN DROPPING OFF



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|  |      |                  |
|--|------|------------------|
| Signature of artist or artist's representative | date | Number of Pieces |
|--|------|------------------|

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|                             |      |  |
|-----------------------------|------|--|
| Signature of GCCA Personnel | date |  |
|-----------------------------|------|--|



### SIGN WHEN PICKING UP



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|  |      |                  |
|--|------|------------------|
| Signature of artist or artist's representative | date | Number of Pieces |
|--|------|------------------|

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|                             |      |  |
|-----------------------------|------|--|
| Signature of GCCA Personnel | date |  |
|-----------------------------|------|--|

Fawn Potash, Visual Arts Director  
GCCA Catskill Office, 398 Main Street, PO Box 463, Catskill, NY 12414

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