

## **artEAST Gallery Release**

Dear Participating Artist,

The artEAST Art Center is pleased to have you participating in an exhibition at artEAST's Collective Works Gallery in Issaquah, WA.

The show's Curator will direct you in the Art Intake and Pickup processes at artEAST. If you cannot make the designated date, please make prior arrangements with a fellow artist or the Curator.

The artist is responsible for the physical delivery and removal of your artwork to and from the gallery. Art which is documented to be in our control by a completed inventory with appropriate artist and gallery signatures becomes our responsibility for damage or loss. We may need to limit the total value of work on hand to manage our liability, and we may need to decline to accept work which is inherently so fragile that we cannot risk normal handling. In the event of either damage or loss, contact artEAST gallery staff. You will be compensated at the rate of your normal commission level. **Artwork left at the gallery for more than 15 days after the designated art pick up date will become the property of the Gallery.**

Your artwork must be presented with a signed Gallery Release Form AND an Artist Inventory List. A current W-9 must be presented OR on file with artEAST if you wish to be paid your sales proceeds (or approved reimbursements). Incomplete or missing forms will delay or prevent the display of your artwork. Printable pdf's of the Gallery Release Form, W-9, and Artist Inventory Lists are available on the artEAST website's Calls page. All sales (from the point of art intake thru art pickup) at artEAST are handled by the UP Front sales desk. All monies collected will be payable to artEAST by cash, check, or credit card. Tax will be collected on all sales of art.

artEAST is a non-profit organization. Commission Rate for all Collective Works Exhibition Sales is 35%. The rate applies to Members, Non-members, & Guest Artists; it is used to help offset operating and marketing expenses for the exhibition opening reception. artEAST will mail a proceeds check for each artist who had sales (minus the commission) to the address listed on the W-9 form within 45 days of the close of the exhibit. To receive payment from artEAST, the artist must have a current and completed W-9 on file with our bookkeeper.

Participating artists (Members and Non-Members alike) are required to help the Curator with some minimal Volunteer Jobs. More info will come at a later date from the Curator.

As stated on the Call for Art and Submission Form for this exhibition, participation in the Gallery's submission process indicates that you have read and accepted the terms of this Release Form. By signing below you are giving your permission for your artwork to be displayed, moved and/or transported by artEAST and UP Front staff and volunteers as needed for viewing, sales, and/or storage purposes during the entire time it is in the custody of the artEAST Art Center. You also agree that you understand and accept all of the terms set forth in this document. If any part becomes invalid, all other parts will remain valid.

**NAME (PRINT)** \_\_\_\_\_

**ADDRESS / CITY / STATE / ZIP** \_\_\_\_\_

\_\_\_\_\_

**PHONE** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**SIGNATURE (sign, do NOT print)** \_\_\_\_\_

**artEAST 95 Front Street North Issaquah, WA 98027 425-392-3191 [www.arteast.org](http://www.arteast.org)**

**Form 7-2012**