

# COMOX VALLEY ART GALLERY

580 DUNCAN AVENUE, COURTENAY, BC, V9N 2M7  
(250) 338 6211 FAX: (250) 338 6287 email: curator@comoxvalleyartgallery.com

## EXHIBITION CONTRACT - DRAFT

---

EXHIBITION SPACE:

TITLE OF EXHIBITION:

BODY OF WORK:  
(List artwork agreed upon)

DATES:

COORDINATOR:

---

ARTIST/EXHIBITORS NAME(S):

POSTAL ADDRESS:

STREET ADDRESS:

EMAIL:

TELEPHONE(S):

FAX:

---

THE ARTIST SHALL PROVIDE THE FOLLOWING:

Deadline: (1 year to three months prior to show opening – for promotion and website)

- Email an Artist's Statement (general or exhibit specific, prefer both if available)
- Email an Artist's Biography (100 - 300 words)
- Email Curriculum Vitae or exhibition / education history
- Email Six digital images (jpeg) of work being exhibited for promotional purposes (Max 1MB)
- Email A photographic portrait (artist and artwork) in digital format for promotion (Max 1MB)

Deadline: (two weeks prior to show opening)

- Label Information: Please email an inventory list with label information:  
Title, year, media, dimensions in cm, price  
25-50 words describing each art work (didactic or interpretive information).
- Value of Artworks (this can be the same as the PRICE LIST) – please indicate works NOT FOR SALE  
The artist is responsible for providing a value for all works exhibited, whether for sale or not, for insurance purposes.  
The artist is responsible for checking price lists; the Gallery bears no responsibility for incorrect pricing. A price list will be available to the public, but not posted on labels. CVAG's commission is 40% if sales are made through the gallery. The artist is welcome to include art cards and their catalogues for sale, please consult curator.

**ARTWORK:** The agreed upon body of work for exhibit during the above dates

**ARTWORK TO ARRIVE DATE:** \_\_\_\_\_

ART TALKS, workshops, and educational extensions are an important part of the educational aspect of exhibiting. As part of the exhibition it is usual for the artist to give a talk and at this point our budget does not include an honorarium.

Date: \_\_\_\_\_

Title: \_\_\_\_\_

SHIPPING is the responsibility of the artist unless a prior arrangement has been made with a gallery.

**UPON DELIVERY:** Artists are responsible for artworks arriving ready for exhibiting, and artworks must be ready to hang (pre-wired etc.). A condition report sheet is available.

**TO ACCOMPANY EXHIBIT: MEDIA BOOK** - Any copies of past published promotional materials, catalogues, business cards, leaflets with website, & literature to be included in an informational binder to be displayed with the exhibit

**END OF SHOW:** Take down of installation is done by gallery staff. The artists are expected to pick up their work on the Monday following the close of the exhibit. Arrangements can be made for pick up after 4pm on the closing day if required. Prior to leaving the Gallery, artists are responsible for checking the condition of art works.

---

**THE GALLERY SHALL PROVIDE:**

**EXHIBITION SPACE:** for the agreed upon period of time, see above

**HONORARIUM:** Artist fees are paid to the artist subject to the exhibition space. Consult with Curator.

**INSURANCE** is a part of Gallery policy. *Works are not insured outside of agreed drop off and pick up times.* **FORCE MAJEURE:** In the event that performance of this agreement or any part thereof on the part of the Artist or the Gallery shall be delayed or prevented by an act of God or of the Queen's enemies, physical disability, the acts or regulations of duly constituted public authorities, civil tumult, epidemic, interruption or delay of transportation services or other causes beyond their respective control, each shall be relieved of their respective obligations hereunder during the period such prevention or delay exists. It is understood and agreed that there shall be no claim for damages by either party hereto for any such prevention or delay.

**EXHIBIT LITERARY MATERIALS:**

- VINYL LETTERING – indicates title of show and artist's name
- 8.5"x 11" POSTERS (also used as COVER PAGE in SHOW BOOK)
- SHOW BOOK – includes the artist statement, bio, CV and CVAG mandate and history in a binder
- DIDACTIC materials for display during the exhibition (Curatorial or Artistic / Exhibition Statement)
- PRICE LISTS (usually included in the SHOW BOOK) if work is for sale
- LABELS will be created in-house by gallery staff to conform to Gallery standards.
- A GUEST BOOK is provided by the Gallery and a copy of relevant pages will be given to the artist(s). The gallery will not use a guest book provided by the artist.

**MARKETING & PROMOTION:**

CVAG designs all publicity materials unless there has been consultation with the curator by the exhibiting artist. All publicity materials will show appropriate acknowledgements. (Artist to provide images; see ARTIST SHALL PROVIDE section)

- INVITATIONS: invitation mail out (by post) to important BC galleries & local government. The PDF invite will also be emailed to exhibiting artists to distribute plus up to twenty hard copies *if requested*.
- POSTER is emailed to the North Island College Fine Art Department for posting and distribution
- E-NEWSLETTER: A PDF file of the invitation will be emailed to CVAG membership & guest list (850+ recipients)
- PRESS RELEASES: A press release with visual images to CV Echo, CV Record, Island Word, Eagle radio and JetFM
- SHAW TV: A 3 minute video is created mid-show and featured on the local SHAW community channel (if available)
- INTERNET POSTINGS: HarbourLiving, Chamber of Commerce, DCBIA (Dwntwn Ctny BIA), IslandWord, Tidechange
- SOCIAL MEDIA: Exhibition is posted as an event on CVAG’s Facebook page (500 fans) and tweeted via @C\_V\_A\_G  
Our YouTube channel is the archive for all Shaw TV video pieces

OPENING NIGHT RECEPTION is usually scheduled on the Friday evening prior to the first day of the exhibit. The gallery provides a cash bar (gallery will acquire and pay for liquor license) and cheese, cracker and fruit trays. The exhibiting artists are welcome to elaborate on this or hire a caterer.

STORAGE of artwork and packaging material/crates may be available. Consult with the Curator about size of packaging.

PRESS KIT: a minimal press kit will be provided to the artist at the close of the exhibit which includes literary materials, photographs from opening night on a CD-ROM, copies of the relevant guest book pages and local press clippings, if any.

**EXHIBITION NOTES:**

INSTALLATION OF SHOW: Gallery staff will install the work; please inform the Curator if there are special instructions. Some installation art may require the assistance of the artist,

INSTALLATION ARTISTS must be responsible for creating technical structures that do not damage the Gallery.

For exhibits that require walls to be painted a different colour artists is responsible for the cost and restoration of painting the gallery walls back to their original colour. Consultation with the Curator is necessary beforehand.

SHARING THE GALLERY: Occasionally the Gallery hosts minor events, usually educational or community related – please inform the curator if you have any concerns

COPYRIGHT: The Gallery reserves the right to photo or video document your artwork and the exhibition of your artwork for its archives and for publicity. The Gallery does not allow (without the artist’s permission) photography in the Gallery, by the public, for any purpose.

All amendments & modifications of this agreement will be with written consent of both parties.

The Curator has the final decision with all aspects of exhibitions in all galleries.

Please check out [www.comoxvalleyartgallery.com](http://www.comoxvalleyartgallery.com) for gallery plans. Please return one copy to the Gallery and retain a copy for your files.

x

Artist’s Signature

Date

x

Curator’s Signature

Date

x

Witness

Date