

First Unitarian
A Unitarian Universalist Congregation
Meeting in Albuquerque, Carlsbad, East Mountains, and Socorro

Rev. Christine Robinson, Senior Minister
Rev. Ronald A. Hersom, Assistant Minister

ARTS & AESTHETICS COMMITTEE
ART EXHIBIT AGREEMENT

The Arts & Aesthetics Committee is pleased to exhibit your work in the church sanctuary from _____ to _____ 201_ on the following conditions:

General The Arts & Aesthetics Committee makes any decisions regarding the suitability of any item for display. The exhibitor may not make substitutions without approval by the Committee.

Hanging and Removal The Committee contact will meet the exhibitor(s) at the church at 8:30 a.m. on the Saturday morning immediately preceding the exhibit unless otherwise arranged. It is the responsibility of the Arts & Aesthetics Committee to hang the artworks. In the event there is not enough space to exhibit the number of works submitted, the Committee will choose which works will be exhibited and the artist(s) will be asked to pick up the remainder after the exhibit has been installed.

The exhibit will be on display from the first Sunday of the time period stated above through the last Saturday of that period. Because of lack of storage space, all art must be removed between 8:30 and 10:00 a.m. on _____. Items remaining on that Saturday morning will be removed and stored at the exhibitor's risk.

It is the exhibitor's responsibility to: (1) bring items ready for hanging (substantial frames with wire hangers; discuss with your committee contact), (2) provide a price list of items being shown (2 copies) for our sales desk and office, and (3) provide 3"x5" plain white label cards with titles and prices. No nails may be driven into the sanctuary walls, no tape may be used on the walls (other than masking tape), and display labels that might damage paint may not be affixed. The committee will provide mounting putty for the display labels.

Reception The Committee contact will schedule an opening reception to meet the artists, subject to existing priorities on the sanctuary schedule. Invitations to the reception are the responsibility of the exhibitor, and any responses must be to the exhibitor, not the church.

If a viewing is desired at some time other than the reception or between/after church services, arrangements may be made through the church office at 884-1801. The church office is open 10:00–4:00, Monday through Thursday.

Sales All sales during the display period will be handled by the Arts & Aesthetics Committee, which will have a representative available at a sale table after each Sunday service. All payments will be made to the church, which will deduct a 30% commission before forwarding the remainder to the exhibitor no later than two weeks after the end of the exhibition.

The exhibitor may provide replacements for any objects sold to a person requesting immediate possession.

Payment in full is expected by the end of the show. In case of partial payment, the church must receive at least 30% of the purchase price before the end of the exhibit. After the exhibit, if the artist wishes to hold the work and accept time payments, those arrangements must be between the artist and buyer.

A Member Congregation of the Unitarian Universalist Association

3701 Carlisle NE Albuquerque, NM 87110-1642

505.884.1801 fax: 505.884.6425

E-mail: firstunitarian@uuabq.org

Web site: www.uuabq.org

NOTE: The church does not collect or transmit sales tax, or accept credit card payment.

Publicity The church will include the exhibit in its weekly order of service announcements, and will insert an announcement and *brief* biography in its biweekly newsletter. Any such biographical material must be submitted to the Arts & Aesthetics Committee contact (address below) four weeks before exhibit opening. The church will also send press releases to print and news media for inclusion in their arts calendars.

Damage/Loss All reasonable care will be taken of artwork on display. However, the church is not responsible for the loss of, or damage to, any artwork; insurance is the exhibitor's responsibility.

Please sign one copy of this agreement and bring it to the art hanging along with an inventory (form attached) of work being shown.

I have read, and agree to, the items of the foregoing agreement.

Printed name

Printed name

Exhibitor signature / Date

Committee representative signature / Date

*Social security # or Federal tax ID #

Address

Address

City, State, and Zip code

City, State, and Zip code

Telephone

Telephone

***NOTE:** You are required to provide the church bookkeeper with your Social Security Number or Federal tax ID number so that if your share of the proceeds is \$600 or over, a 1099 form can be sent to you the following January to file with your income tax report.

Revised 10/2009