

POLK STATE COLLEGE

VISUAL ARTISTS CONTRACT

Polk State College invites you to exhibit in its Winter Haven/ Lakeland Art Gallery. Exhibition dates are scheduled starting on _____ and ending on _____. Your artwork should be at the Gallery by _____ for installation, and picked up by _____. Other artists who will be exhibiting with you are _____.

TO BE COMPLETED BY THE ARTIST:

As ___ person(s) is/are exhibiting his/her/their works in this exhibition, the Artist will need to supply between ___ to ___ medium size pieces. Description of exhibiting artwork (typical sizes, media): _____

CONDITIONS OF CONTRACT

- A.** PSC takes no commission from the artist. All inquiries of sales will be directed to the Artist.
- B.** All art in the PSC Gallery will be insured. Art in transit to and from the Gallery cannot be insured by PSC. PSC shall take reasonable and appropriate steps to preserve and protect the art while in the possession of PSC. However, as with any public display, PSC does not warrant or guarantee the safety or condition of the art. The art will be covered generally under PSC's current existing insurance program. The Artist is hereby informed that PSC's insurance program has a deductible of \$5,000.⁰⁰ per item or \$10,000.⁰⁰ per occurrence, and that the valuation of artwork can be a disputed issue with insurance companies. Therefore, should the Artist desire to fully insure his/her art while in possession of PSC, the Artist is hereby notified that it should undertake appropriate steps to provide and acquire such insurance coverage.
- C.** PSC reserves the right to refuse artwork which is not of the same quality as the representative images presented for selection consideration.
- D.** Artist is required to have work ready for hanging (with wires) and/or installation. Work deemed too fragile may not be installed.
- E.** The installation of the show from the works submitted will be at the discretion of the selection jury.
- F.** Artist is required to keep artwork in the Gallery for full exhibition period indicated above.
- G.** When delivering art for installation, the artist should supply a typed list containing title(s), media, insurance value and sales price. Each piece of artwork should be labeled appropriately for accurate identification. If a work is not for sale, indicate "NFS".
- H.** The Artist will be responsible for any and all freight and transportation charges for artwork, to and from the Gallery.
- I.** The College and/or Foundation is proud to host an opening reception with light refreshments budgets permitting. If the Artist desires a reception, he/she **must inform PSC one month or earlier prior to their show:**
- 1) set a date for the reception that is mutually agreeable with the Artist(s) or their representative(s) and College/Foundation leadership.
 - 2) get high resolution images that will be used for the invitation to the Cultural Events Coordinator.
 - 3) send any addresses and contact names to Cultural Events Coordinator that should be included in the invitation mailing.
- J.** Other conditions: _____

The above conditions are binding to Polk State College and the exhibiting Artist(s). Failure to comply with these conditions will result in immediate cancellation of the agreement and the College will be held harmless of damages.

Your participation is greatly appreciated. We look forward to working with you and exhibiting your work(s).

SIGNATURES:

_____ Artist	_____ Date	_____ For Polk State College	_____ Date
_____ Address	_____ City, ST Zip	<u>Return three (3) originals to:</u> Cultural Events Polk State College 999 Avenue H, Northeast Winter Haven, FL 33881	
_____ Phone	_____ E-mail		
Originals with signatures to:	<input type="checkbox"/> PSC Business Office	<input type="checkbox"/> PSC Cultural Events	<input type="checkbox"/> Artist