

# American Red Cross

## *Art Exhibition & Consignment Agreement*

### **Instructions**

This agreement is entered into by American Red Cross Pacific Northwest Regional Blood Services, Oregon Trail Chapter (hereafter referred to as ARC), and the artist (named below), subject to the terms and conditions below. The ARC Beautification Committee will retain a copy of this agreement for 1 year from exhibit date.

### **Artist Information**

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name (if other than artist): \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_



### **Exhibit Information**

Exhibit Start Date: \_\_\_\_\_ Exhibit End Date: \_\_\_\_\_

ARC Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

*NOTE: Deadline for publicity materials to ARC is 1 month prior to exhibit, please contact person listed above.*

### **Description of Art**

Please attach a detailed schedule of all objects and associated values as well as a numbering system to distinguish between the art objects. Please include the following information for each piece, if applicable:

1. Artist
2. Title/Date
3. Description of medium
4. Painting, drawing, photo size (H x W, excluding mat/frame)
5. Sculpture size (H x W x D)
6. Do you own the copyright to the work?
  - a. If not, who does?
7. Condition
  - a. *Note: Condition will be verified upon arrival at ARC by receiving staff. If difference is noted, artist will be contacted to discuss at that time.*

## ***Documentation of Submitted Work***

The artwork will hang on the dates specified above. Times for hanging and taking down artwork are to be arranged through the ARC Beautification Committee. The works must be appropriately framed and wired for hanging. You will be responsible for working with a committee member to create harmonious display of your work. Rails will be provided by ARC.

No materials already on the walls should be moved. Walls and other surfaces are not to be damaged by nail holes or adhesive materials. You will be responsible for the dismantling of the show on the agreed upon date.

Date and time for reception are to be arranged through the ARC Beautification Committee. No food or drink will be allowed during normal business hours.

You will be responsible for providing biographical and professional background material 1 month in advance of the show, as noted above, suitable for displaying with your exhibit during the show. ARC agrees to provide publicity for your show through our in-house publications, as well as via email to all staff, at a minimum. A representative from the Beautification Committee will be present during the hanging of your work and during your reception to assist with host duties and sales, if needed. You will be given the name and contact information of the representative and should contact him/her in advance to arrange access for hanging, reception and take-down.

Checks for artwork sold will be made out to the Artist in the name listed on this document. American Red Cross will not take any commission on the sale of your work.

## ***Insurance***

American Red Cross does not currently carry insurance for artwork exhibited in shows. Individual homeowner's insurance may cover your artwork on display. You should discuss this with your insurance agent. ARC is not liable for loss or damage to your artwork while being displayed on our premises. Please take precautions to limit likeliness of damage (ex. Framing with glass / plexiglass, etc...) ARC does have on site 24 hour security.

## ***Signatures***

I agree to the above conditions.

**Artist's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ARC BC Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_