

Center for Visual Artists (CVA) Gallery

Terms of Agreement

Exhibition Guidelines

All artists who have been selected for exhibition at CVA must observe the following guidelines. The purpose of the guidelines is not to enforce uniformity, but to create aesthetic consistency and ensure artwork is exhibited in a professional atmosphere that reflects quality and attention to detail. *We recognize that, depending on the nature of the works exhibited, guidelines may not always apply. If you anticipate that your artwork will require departure from the guidelines, you must discuss this with the CVA prior to delivering it for inclusion in an exhibition.*

The artworks presented must be consistent, in nature and in quality, with the works presented in the exhibition proposal. If, in CVA's sole judgment, they are not consistent, CVA reserves the right to cancel that artist's show. The Center for Visual Artists also reserves the right to cancel the exhibition if, in its judgment, the guidelines below have not been followed. Cancellation may occur as late as the day the show is scheduled to open.

1. Uniqueness of Show. Artwork must be original and created within the last 3 years. The CVA's mission is to foster the creation of new work and the creativity of its members. **Art shown in any prior CVA Exhibition or in any other gallery in the Greensboro Cultural Center is not eligible** unless discussed with CVA Gallery and approved in advance of the exhibition artwork drop-off date(s).

2. Information about the Artist. Visitors are often interested in learning more about the artists whose work is on display. Exhibitors are expected to make information about themselves available for visitors. This may be as simple as a resume with current address and phone number, or as elaborate as a notebook containing artist's statements, reviews, brochures, lists of other exhibits, etc.

4. Installation and removal of Show. In the Prospectus each exhibitor is given precise dates for the show (i.e., drop off work dates, pick-up work dates, opening reception date, etc.) The CVA will hang and remove all Exhibitions. Works may not be removed from the gallery until the end of the show unless the CVA Exhibition Committee or Gallery Curator grants permission. All requests to pick up work early from an Exhibition must be done so in writing and at the time of drop off. **Any work left for more than one month after the scheduled pick-up date of an exhibition will become legal property of the CVA.**

5. Presentation of Artwork. All artworks must be presented professionally, e.g., any frames, matting, pedestals, etc., must be acceptable to the CVA. **If artwork is not ready to be presented properly, it will not be exhibited.**

- Wall art must be "ready to hang" with a wire hanger or appropriate hanging device (if needed) securely affixed to the frame and not visible unless intended to be seen.
- All work must include a label (affixed to the back if appropriate) with title, name, address, phone number, email and price or value.
- Prices may or may not be included on the wall labels as per artist's wishes, but we do need value for insurance and inventory purposes.
- The CVA is not responsible for wiring or applying any other items needed for artwork to be presented; this is the responsibility of the artist.

6. Price/Inventory List for the Show. Artists are responsible for providing a price list identifying the works by number, title, size, date, media and price/value. This list should accompany the work delivered to the gallery for exhibition.

7. Works for Sale. An artist may not sell works of art other than her/his own or in any way misrepresent works of art. All sales proceeds from the exhibition will be forwarded to the artist at the end of the month following the sale.

8. Gallery Damage. Exhibitors and their work must not damage the gallery. Ordinary wear and tear as a result of the show (e.g., holes in walls for hanging, debris and dirt from installations, etc.) must be repaired by the exhibiting artist to the gallery curator's specifications. On occasions, deemed fit by the gallery curator, the CVA will provide the materials for repair and clean up. For exhibitions installed and presented by CVA (ex: group shows, member shows, etc.), CVA will repair walls.

9. CVA Commission. CVA receives a 40% commission on all sales made as a result of the show unless suitable alternative plans have been made with the CVA gallery. Should a sale result **from the CVA exhibition** within three months after the exhibit, CVA will still receive its agreed-upon commission; this is a professional courtesy and an "honor system." Any known violation of this policy will result in the artist's losing future exhibition privileges at CVA.

10. Costs to CVA. If the artist's failure to follow any of the above guidelines results in additional expense to CVA, CVA will bill the artist accordingly. The artist's full inventory of works will not be released to the artist until the bill is paid. In other words, CVA will retain a work or works as collateral, according to the amount owed, until the bill is paid.

11. Insurance. Exhibited works are insured up to \$5000 per item against fire, theft, vandalism, and breakage only while in the gallery and in the care of CVA staff. It is understood that, by signing this contract, that work will not be insured for excess of \$5000, even if the sales price exceeds that amount.

12. The CVA reserves the right to reject any work at any time. The CVA is under no obligation to display works of art. The CVA may choose not to show all of an artist's work based on limited space or for other reasons deemed fit by the gallery curator.

13. Agreement. All guidelines set forth above are considered a part of the CVA Exhibition Contract. By signing the Exhibition Contract, the artist agrees to all terms set forth.

14. Some conditions may not apply.