



Pitt Meadows Art Gallery Artist Agreement

INSTALLATION GUIDELINES

- Selected submissions must be supplied exhibition-ready, matted and framed if two-dimensional, or with appropriate supporting structures if three-dimensional. (e.g. Paintings must be properly framed with proper hanging hardware)
- All artwork must be properly identified on the back with name, title and date.
- Work will be inspected upon delivery to assess the work's physical condition and ability to be hung.
- The City of Pitt Meadows reserves the right to review the installation of work and have final say on what is and what is not displayed.
- Work delivered for display is of the same quality and theme as described in the proposal. We reserve the right to withdraw the exhibition offer should the work delivered for exhibition not meet the listed requirements, or match the initial exhibition proposal. It is incumbent upon the artist to advise of any changes as soon as possible.

INSURANCE

Artists are responsible for their own insurance that covers loss or damage to their work. The City of Pitt Meadows, its servants, agents and employees accept no responsibility for loss, damage or destruction of the artworks while on display however caused and further are not responsible for works left at The Pitt Meadows Art Gallery after the exhibition ends. Artists are encouraged to pick up during the dates/times arranged as failure to do so may result in potential risks to the works. If after 30 days following the date the exhibition of the artwork ends the artist has not picked up the artworks the City shall have the right to sell or dispose of the artwork and keep the proceeds of the sale.

SALES

- Work can be sold during the exhibition or be marked as NSF (Not For Sale) as determined by the artist; sold works will remain on display until the end of the exhibition.
- The City of Pitt Meadows will handle all sales inquiries.
- Commission structure: 65% will be paid to the artist and 35% will be retained by the City of Pitt Meadows as a sales commission to cover costs of operating the gallery and furthering arts and culture programs in the community .
- Payment to artists will be made by the 15th of the month following the month that the exhibit is taken down.
- The City of Pitt Meadows will contact the purchaser to arrange pick-up of the pieces after the exhibit is taken down.

COPYRIGHT

The artists shall retain copyright for all works.

IMAGE CONSENT

The Artist agrees to allow the City of Pitt Meadows to use images for advertising, informational, marketing and promotional purposes, including but not limited to posters, post cards, invitations, City website, brochures, social media and other means as deemed suitable. Your submission and signature gives the City of Pitt Meadows permission for the use of submitted images to be used in promotional materials and marketing initiatives.

OPENING RECEPTION

The City will provide basic refreshments for the opening reception of the exhibition. The Artist is encouraged to assist by supplementing with other items pending expected number of guests. Volunteers and staff may be provided as in-kind service, as available. Other additions like live background music will be at the sole expense of the artist.

DELIVERY INFORMATION

Artists are responsible to drop off and pick up their work on the dates and times specified in the acceptance letter and/or email correspondence.

Please bring the selected submission(s) to:

The Pitt Meadows Art Gallery
12492 Harris Road, Pitt Meadows, BC
V3Y 2J4

Please call or email Cultural Services Staff if you need to make alternate arrangements or to advise if a designate will be collecting/delivering the work.

Exhibiting Artist

Date

Authorized Cultural Services Staff
City of Pitt Meadows

Date

