

ARTIST AGREEMENT

The Muriel Sibell Wolle Gallery at St. Aidan's
St. Aidan's Episcopal Church
2425 Colorado Avenue
Boulder, CO 80302

Artist's Name _____

Address _____

City/State/Zip _____

E-mail _____

Phone #/cell _____

Web site _____

DELIVERY AND PICK-UP

Artist is responsible for the delivery and pick-up of their work within the time frames designated for this show. Work must remain in the exhibit until the conclusion of the show.

FRAMING

Artwork will be framed and ready to hang with framing wire attached. Frames are available on loan from St. Aidan's, in two sizes. These are simple hard wood frames measuring 22x30 or 26x30 inches, with linen mat back to accommodate flat work in a variety of sizes and can hang either horizontally or vertically. A single mat is recommended.

HANGING

Hanging and placement of a group or solo exhibit will be done by a trained parishioner.

LIABILITY

St. Aidan's and the art committee are not responsible for an loss or damage incurred during the transportation, hanging or exhibition of the artwork. St. Aidan's church and the art committee will use their prior experience and judgment to ensure that the artwork is secure while on display in the Wolle Gallery.

PUBLICITY

St. Aidan's office will handle all media releases to the general public and notices to the church community, by email and other publications. The artist will supply by email one representative high-resolution digital image of their work for digital or print publication. This image may be used for postcards, email communications, church bulletins and newsletters and any other publicity provided by the church. The church will provide the artist with postcards for personal use, or a digital copy of the postcard if the artist prefers. (See checklist for more information on the postcards.)

The artist will provide a biography and an artist's statement about their work for the exhibit. The artist will also provide title, size, medium, and price list to the office at St. Aidan's. The office will furnish title cards for the artwork on display during the exhibit. (See checklist for more information.)

CHURCH RECEPTION

The art committee will schedule a public reception on a Sunday morning for the congregation. The artist may invite additional participants as desired. St. Aidan's will provide paper goods, food and beverages.

ARTIST RECEPTION

The artist may choose to have a second private reception at a date and time to be arranged with the art committee. All supplies, food and beverages will be provided by the artist. If alcohol is involved the artist must submit the Facilities Rental Agreement (available in the office) two weeks prior to the reception to obtain the permission of the rector. The artist agrees to leave the facility in the same condition as found.

SALES

Any inquiries concerning the sale of artwork during the exhibit will be referred directly to the artist. St. Aidan's is a not-for-profit organization and will not charge any commission on artwork sold.

DONATIONS

Any donation to St. Aidan's from the artist are tax-deductable and would be welcome and appreciated.

RIGHT OF REFUSAL

Because the Wolle Gallery is a public gallery in a church, the rector reserves the right to decline any artwork deemed inappropriate and have it removed from the exhibit.

I will allow St. Aidan's Episcopal Church to reproduce my images and use any pertinent biographical material for the purposes of promoting this exhibit. Agree _____ Decline _____

I agree with the terms of this contract:

Name: _____ Date: _____

Received in office by: _____ Date: _____

Thank you for your participation in the art series in the Muriel Sibell Wolle Gallery at St. Aidan's.

Checklist for Exhibits at Saint Aidan's MSW Gallery

I have provided, by email to office@saintaidans.org, no later than **three weeks before the start date of the exhibit**, these items (please use this checklist as your guide for sending the email). Handwritten or paper submissions cannot be handled:

- 1 representative digital image** of my work for media and publications
- Contact Information** including phone and email for the artist
- Please provide us with an **Artist's Biography** of no more than one page, to be displayed in the gallery with the exhibit. If your artwork is for sale, please provide contact information on this page.
- Please provide an **Artist's Statement** of no more than one page, including the title of the exhibit, about the artwork for this exhibit to be displayed in the gallery with the exhibit
- Label Information**
 - Please provide a list of each piece of artwork you plan to exhibit. We will use this for the labels (provided and printed by the office) to identify each piece. The labels are 2x3 so we may have to edit information depending on length of the text you provide. Below is a sample of a typical label:
 - “A Twin's Bond” (title of artwork formatted how the artist desires)
 - 2010 (year)
 - Photography (medium)
 - Price (only if for sale)
- Postcard Information including
 - Number of postcards you need for your use
 - If you prefer a digital copy of the postcard

Please provide a **brief** description of your exhibit and biography for the postcard (No more than 100 words).

Questions or clarifications? Please contact us at:

office@saintAidan's.org or 303-443-2503

St. Aidan's Episcopal Church

2425 Colorado Avenue

Boulder, CO 80302

Office Hours: Monday-Thursday 9am to 4pm