

# Swain Arts Center

## Exhibiting Artist or Artisan Agreement

Swain Arts Center, located at Swain County High School,  
1415 Fontana Road, Bryson City, NC 28713  
Phone: 828-488-7843 Fax: 828-488-0523

Name of Artist/Artisan: \_\_\_\_\_

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

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Delivery Date and Time:** \_\_\_\_\_

**Pickup Date and Time:** \_\_\_\_\_

**Show Dates:** \_\_\_\_\_

**Reception Date and Time:** \_\_\_\_\_

1. Artwork can be in any medium (i.e. watercolor, oil, acrylic, silk painting, drawing, photography, mixed media, fabric, quilts, etc.) that the Swain Arts Center is currently equipped to display and reasonably secure.
2. Any artist soliciting an exhibition agrees to submit slides, photographs or samples of their work to the director of the Swain Arts Center for review. A SASE must be included if these are to be returned by mail. All decisions of the director and Swain Arts Center committee are final regarding content and quantity of pieces to be exhibited.
3. The artist agrees to deliver the selected work ready to hang to the Swain Arts Center at the agreed upon date and time. The artist also agrees to pick up his/her work at the designated date and time. If another person will be delivering or picking up the artwork, the director should be informed in advance. The representative will be asked to sign at delivery or pickup.
4. The artwork must be suitably mounted or framed in a professional manner ready to hang (no sawtooth hangers please). Plexiglass glazing is preferred due to lighter weight and protection against breakage, but glass may be used at the artist's own risk.
5. The artwork should be identified by a number attached to the artwork and accompanied by a typed price list that includes the artist's name, address, phone number, titles of artwork by number, medium used for each piece and price of each piece. If the artist prefers, identification and prices can be placed on each piece. Indicate "NFS" in the place for price if the piece is not for sale. The artist may also make business cards and/or brochures available.
6. Soon after his/her work is accepted, the artist should provide a brief biographical sketch and photos of one or more pieces of the artwork for publicity. The artist or the Swain Arts Center may publicize the exhibit after it is hung.
7. The artist may choose to have a reception/meet the artist night for the public at a time agreed upon with the director. The artist is responsible for the reception. Tables are available at the Swain Arts Center.
8. The artist agrees to leave his/her work on display for the entire show. If doing so would jeopardize a sale, the artist can make arrangements with the director to remove that piece.
9. The artist agrees to donate 10% of all sales resulting from the exhibit to the Swain Arts Center. (Checks should be made payable to Swain Arts Center.)
10. We regret that neither the Swain Arts Center nor Swain County Schools can provide insurance for the artwork on display. Some homeowner's insurance policies will provide coverage. There has been no theft or damage to artwork on display at the Swain Arts Center in previous exhibits, and all artwork will be handled with care.

I agree to the conditions stated in this contract by the Swain Arts Center. I understand that all decisions of the Swain Arts Center are final and that all decisions will be made in keeping with the overall objectives for both the school and community populations. A signed agreement constitutes a contract to follow all rules and regulations set forth in this agreement and is a commitment to participate if accepted. Violators of rules and regulations prior to, during, or at the end of the show will result in loss of artist space and exclusion from all future exhibits at the Swain Arts Center. I further agree to hold harmless the Swain County Board of Education and all personnel of Swain County Schools and Swain Arts Center from any and all claims for damage to person or property that may result from this exhibit, without regard to whether the damage, personal or otherwise, is brought about or caused by the negligence of the artist, the Swain County Board of Education, or any other person, organization, firm or corporation.

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Signature of **Artist/Artisan**

Date

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Signature of **Authorized Agent of Center for the Arts**

Date

Thank you for allowing the Swain Arts Center to exhibit your work. We hope this show will be beneficial to you. Please contact the director, Rachel Lackey at **828-488-7843** if you have questions.