



AIB Main Art Gallery Exhibit Agreement and Inventory Sheet

Arts in Bartlett
215 S. Main St., Bartlett IL 60103
Ph: 630-372-4152
artsinbartlett@gmail.com
www.artsinbartlett.org

Title of Exhibit: _____

Date of Exhibit: _____

Artist's Name: _____ **Phone:** _____

Address/City/Zip: _____

Email: _____ **Website/Social #:** _____

Title of artwork Continue on separate sheet, if needed.	Medium	Size	Price	Date Removed	Sold to & Date

The artwork listed has been signed to Arts in Bartlett for the purpose of their sale for a **minimum period of three (3) months** from the date hereof, under the terms and provisions listed below. One (1) "Not For Sale" piece of art per artist/per exhibit.

Framing Requirements: Art must have wire affixed to the back of the frame (not to the backer board). Firmly attach a tag to the back of the artwork with Title of Artwork, Artist's Name, Phone # and Email.

Sales: The articles listed are for sale at the price specified by the artist. In the event of a sale, a donation of 20% of the price for Arts in Bartlett members and 35% for nonmembers shall be retained. Arts in Bartlett will collect the purchase price and remit to the artist, less the donation, within thirty (30) days of the sale. The artist is responsible for remitting Cook County sales tax to the state of Illinois. If any sales result from the buyer seeing the piece in the Gallery, the artist is expected to make the appropriate donation to Arts in Bartlett even if not purchased at the Arts in Bartlett Gallery.

Volunteer Time: *Artists are expected to volunteer one shift (4-5 hours) a month during the time their artwork is in the gallery.* Arts in Bartlett has no paid staff and relies on volunteers to keep the gallery open.

Publicity: Please provide a brief artist's bio as text, and images of your artwork via email (jpegs, no larger than 2MB) to artsinbartlett@gmail.com. Arts in Bartlett may take photos of your artwork or request additional digital images for promotional purposes. Your artwork, with prices, may also be listed on www.artsinbartlett.org and social media.

Pick up your artwork at the end of the exhibit: You will be notified at least two weeks in advance, by email, to pick up your remaining artwork during the last week of the exhibit during open hours. You may need to make an appointment to pick up your artwork after hours. Every effort will be made to contact you if arrangements have not been made. Artwork left over ninety days will be considered the property of Arts in Bartlett.

I understand and agree to the terms and provisions of this agreement with Arts in Bartlett.

Signed: _____ Date: _____

Arts in Bartlett Framing & Hanging Requirements

Arts in Bartlett is pleased to exhibit your artwork. This is a professional gallery and your work will be exhibited as such. We make every effort to hang all artwork submitted. However, due to space limitations, we cannot guarantee that all pieces submitted will be displayed.

To securely and safely display your work on our hanging system, we require your 2-dimensional artwork to meet these requirements. Arts in Bartlett reserves the right to refuse any artwork not meeting these requirements:

- Artist's Name, Contact Info and Image Name should be affixed to the back of your piece.
- Artwork, frame, mat, and glass must be in excellent shape – not dirty or damaged.
- Oil paintings must be dry.
- Artwork should be your original concept – no copies.
- Paintings or photo prints on canvas may be framed or un-framed. Un-framed canvases must have wrap-around treatments or black side edges. Please no faux canvas prints (on banner material).

FRAMING & HANGING REQUIREMENTS:

- Artwork must be secured into the frame with hardware (not tape) and use wire for hanging.
- Saw-tooth hangers are not acceptable. They are incompatible with our hanging system and frequently fail.
- Flexible, picture frame wire must be attached to the back of the frame, not to the backboard of the artwork. (Cautionary note: Some craft store framing falls into this “unacceptable category”).
- It is best to attach D-rings at a point between 3 inches and 1/3 of the way down from the top of the frame. String the wire across the D-rings. Wires must be taut, not loose. The wire must not be visible above the top of the frame when hung.
- Twisted wire ends must be wrapped (with tape) to prevent injury.

Compliance with the above criteria is required. Non-compliance will result in your artwork being excluded from the exhibit.

