



## CONTRACT AGREEMENT FOR EXHIBITION RENTAL

This AGREEMENT is made between The Bermuda Society of Arts (BSoA) and (“Exhibitor”). The Exhibitor agrees to hire and BSoA agrees to make available Gallery space as defined below located at City Hall Arts Centre 17 Church Street Hamilton Bermuda on the following terms and conditions:

Exhibition Dates:

Set-up Dates: From 1pm on

Opening:

Take-down: Before 1 pm on

Exhibition Name:

Gallery Name:

Rental Cost: \$

50% deposit payable at time of booking with remainder due 1 month before show commences. If the artist cancels the rental within the 1 month period the deposit is non refundable. However a full refund will be made providing the space can be re-let.

Commission: 20% commission will be charged on the total price of all sales

BSoA Membership: The Exhibitor must be a current member of BSoA

Setup: Set-up/Hanging is the responsibility of the Exhibitor and must be completed no later than 5 pm on the day before the opening.

SIGNED EXHIBITOR: \_\_\_\_\_

EXHIBITOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT INFO: Tel: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

SIGNED BSoA: \_\_\_\_\_

BSoA Representative

EQUIPMENT AVAILABLE TO RENT: Podium \$40

## EXHIBITION RULES/GUIDELINES

### **The Exhibitor is responsible for:**

1. Hanging/setting up their own exhibition. No nails, screws, staples, pins or double sided tape may be used for hanging/display purposes.
2. Producing their own invitations which should be approved by BSoA before distribution
3. Publicity over and above the usual BSoA advert and should make contact with the press ahead of time to organize interviews and advertising
4. Producing their own labels and catalogue. However, on request, BSoA will produce labels providing a list of the artwork to be exhibited is supplied no later than the day before the opening
5. Providing hors d'oeuvres/snacks for the opening reception if required
6. Insuring the work on display at BSoA Galleries
7. Leaving the gallery in good/clean condition; he/she is responsible and liable for any damage to or loss of property as a result of their exhibition. Any associated costs will be billed to the Exhibitor or deducted from the proceeds of sale.
8. Take down/collection of unsold artwork: alternative arrangements must be made if the Exhibitor is not available.

### **BSoA are responsible for:**

1. Providing exhibition space in a temperature controlled environment including partitions and picture hanging devices for the duration of the show.
2. Ensuring that the BSoA Galleries are open to the public 10 am – 4 pm on weekdays and 10 am – 2 pm on Saturdays. Staff are also usually on hand between 9 am and 5 pm on weekdays. If access is required outside of these times it will be necessary to provide additional BSoA staff and City Hall custodian at a cost of \$50 per hour.
3. Providing BSoA staff to assist with hanging/set-up if required
4. Adjusting lighting
5. Emailing show invitations to the membership/ mailing list
6. Providing a bar serving wine, beer and sodas

7. Processing ALL sales and will wrap sold artwork where necessary. Payment will be issued to the artist within 30 days of sale or payment by the purchaser. An Artist's IP Rights Contract will also be signed and returned to the artist for each purchase within 30 days should it be required by the artist. A sales spreadsheet will be provided to the Exhibitor at the end of the show.
8. Reserves the right to move artwork being exhibited. All artwork will be handled in a professional manner as not to incur damage. Whilst the BSoA takes every care in handling the artwork, sometimes accidents do happen. If damage to the artwork is incurred, a reasonable and proportionate reduction of commission will occur in cases of professional negligence.
9. Reserves the right to use the BSoA Galleries for functions at any time during exhibitions.
10. The BSoA reserves the right to commission from any sales that are incurred beyond the exhibition for a period of six weeks after the closing date.
11. The BSoA reserves the right to photograph and post any artwork on their website or Online Gallery for a period of ten weeks. This includes one week before the show opening, the show period and for the six weeks after the closing date.