

## Letter of Agreement for display/sale in **GALLERY 2**

This Letter of Agreement is entered into between the Columbus Arts Council (CAC) and \_\_\_\_\_ hereinafter referred to as the ARTIST.

The Columbus Arts Council (CAC) agrees to display and/or promote for sale items furnished by the ARTIST in **GALLERY 2** for a period of two (2) months. If an ARTIST'S work has not sold during that time period, she/he will be asked to pick up the work within two (2) weeks. If the work is not picked up within this time, **it will become the property of the Columbus Arts Council**. A 30% sales commission will be assessed against the retail price provided by the ARTIST. The ARTIST will be paid the gross, less commission and sales tax, on or about the 10th of the month following the month of sale.

Accepted ARTISTS will be assigned a letter code by the CAC, this must be permanently affixed to each piece, along with the item number, title, your name and the retail price. All items submitted must be for sale. Each ARTIST must also provide an inventory sheet of their accepted artwork to the front desk at the time of delivery (a sample inventory sheet is included in this packet). It is advised that each ARTIST maintain a duplicate of said inventory sheet and this contract.

The final decision to display any or all pieces submitted to GALLERY 2 will be made by the GALLERY 2 COMMITTEE (themselves juried artists). A 2/3rds majority vote of "Proficient" is required for acceptance. For your information we have included the CAC/RAC STANDARDS AND PRACTICES TO JURY ART.

ARTIST acknowledges the CAC accepts no responsibility for the safeguard, protection or insurance of any art displayed for sale in GALLERY 2 or the Rosenzweig Arts Center Gallery (the main gallery), except by having a security system in the building and an employee or volunteer present at any time the building is open to the public.

ARTIST printed name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

ARTIST signature: \_\_\_\_\_ Date: \_\_\_\_\_

GALLERY 2/CAC signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE COLUMBUS ARTS COUNCIL**  
**columbus.ms.arts@gmail.com**  
**(662) 328-2787**  
**columbus-arts.org**