

2022 HOLIDAY SHOW & SALE - ENTRY FORM

Mayor's Office of Cultural Affairs / 135 Chastain Park Ave., NW / Atlanta, GA 30342 / 404.252-2927 / ChastainArts@atlantaga.gov | OCAAtlanta.com/Chastain

Agreement for gallery loan between Chastain Arts Center, and:

Name: _____ Initials (3): _____

Class/Studio Group Enrolled: _____

Phone: _____ E-mail: _____

For the period from: (today's date) _____ to: **December 21, 2022**

*** Work may not be removed or replaced during the sale.

*** When labeling price tags, please write 1) your initials, 2) the item #, and 3) the price i.e. JNR 1 \$20

| Item # | Title/Description | Media | Size | \$Price | | Dropped Off | Picked Up | Sold |
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In lieu of an entry fee, all participating artists are expected to assist with the exhibit and all artworks must be for sale. Sign-up sheets will be in the front office and must be chosen when you drop-off.

Volunteer Task Chosen at drop-off _____ Staff initial: _____

I would like to receive payment via:

Class Credit to be Used for Future Registrations

Check/Direct Deposit (up to 3 Months)

Lender, please sign below:

Artwork dropped off: _____ Date: _____ Staff initial: _____
Signature

Artwork picked up: _____ Date: _____ Staff initial: _____
Signature

****PLEASE READ AND SIGN BACK****

**CHASTAIN ARTS CENTER & GALLERY
CONDITIONS OF LOAN**

Sales Policy

Chastain Arts Center will retain a 30% commission on all sales. Chastain Arts Center does not withhold sales tax. The Arts Center does not and will not seek an exclusive rights policy with artists who exhibit. However, the sale of work on display will be managed by Chastain Arts Center. All sales will be processed through the Arts Center. Artists whose work sells must be set up as vendors with the City of Atlanta by Wednesday, December 21st, 2022. This includes filling out and submitting a W9 and being set up for direct deposit. At the conclusion of the exhibit, we will total each artist's sales, deduct the commission, and submit an invoice for the remaining amount to be paid to the artist by direct deposit or class credit.

Delivery & Pick-up

The artist assumes responsibility for delivering the artwork to Chastain Arts Center and for picking up the artwork at the agreed date unless alternate arrangements are made. The Lender is responsible for round trip, door to door costs to insure and ship the works by a professional art shipping company. The Lender will assume any packing or crating costs necessary to ensure safe transport. Work must be returned using the same comparable packing materials as sent to ensure safe transportation of the work.

Storage

Unless otherwise agreed upon in writing, loans are to be picked up or shipped by the lender at the lender's expense. The loan period shall begin and end on the aforementioned dates unless otherwise agreed upon by both parties. Art work must be removed within the stated time period, otherwise the Office of Cultural Affairs shall have the absolute right to place work in storage and charge any storage fees incurred. If artwork is not removed after 30 days, the Office of Cultural Affairs has the right to remove or sell artwork as seen fit.

Insurance

The location of the artwork during the loan period will be in the Chastain Arts Center Gallery. During the period of loan, the Borrower shall keep the artwork (or museum objects) insured while it is on premises, against all risk of loss or damage whatsoever, including but not limited to, risk of loss or damage by fire, water, theft or vandalism, for not less than the insurance value listed on the front from the time the loaned objects leave the place where it is to be called for as shown on this Loan Agreement, until it is returned to the Lender. The Borrower shall guarantee payment of all claims, including those for depreciation, restoration, and related costs, in United States currency. All costs of such insurance whether placed by the Borrower or the Lender shall be paid by the Borrower. The Borrower agrees to only show the work at the Borrower's agreed space.

Conditions of Loaned Objects Upon Delivery: The loaned objects are acknowledged by the Borrower and presumed to have been delivered in good condition unless immediate notification has been given to the Lender to the contrary.

Care and Handling of the Loaned Objects: The Borrower will exercise the same care in respect to the loaned objects as it does in safekeeping of comparable property of its own. If damaged or deterioration is noted, the Lender will be notified at once. Should damage occur in transit, the carrier will also be notified and packing material saved for inspection. The loaned objects shall remain in the condition in which they are received.

Photography

Unless otherwise notified in writing, Chastain Arts Center has the right to photograph and reproduce images for education and publicity directly related to the loan.

The lender acknowledges that they have read the conditions on this agreement and agrees to abide by the said conditions, unless otherwise stated in writing:

Signature of Lender and/or Artist

Date

Alma Kadri, Cultural Affairs Facility Administrator
Chastain Arts Center

Date