



Oglesby Union Gallery Artist Agreement

The Oglesby Gallery offers the gallery as a facility for temporary exhibits/performances by Florida State University students, faculty, staff, alumni, and outside exhibitors. Exhibits/performances are cooperative efforts between the exhibitor/performer and the Oglesby Gallery representatives, and both parties will enter into a mutual agreement. The exhibitor/performer appoints the gallery staff as agent for the purpose of exhibition and promotion of exhibit/performance.

This agreement is finalized on _____

between _____ (hereinafter referred to as “the artist”) and the representative(s) of the Oglesby Union Gallery. In the event of a “group show,” all individuals must still sign the agreement or a representative who will take responsibility.

TITLE OF
EXHIBIT/PERFORMANCE:

DATES OF
EXHIBIT/PERFORMANCE:

RECEPTION
DATE/TIME:

ADDITIONAL
ARTIST(S) NAMES: _____

YOUR NAME: _____

PHONE: _____ 2ND PHONE: _____

EMAIL: _____

CONTACT PREFERENCE: _____

THE ARTIST(S) AND THE OGLESBY UNION GALLERY HEREBY AGREE TO THE FOLLOWING:

A. Deadlines: The artist(s) and the Oglesby Gallery will adhere to the deadlines set forth in this document. Failure by the artist(s) to supply required documents or failure to complete mutually agreed upon tasks will result in cancellation of the exhibit and/or will relieve the Oglesby Gallery of any contractual responsibility.

☞ **Due Date for Original Flyer:** _____

☞ **Due Date for Delivery of Art Work:** _____

☞ **Installation:** _____

☞ **Due Date for List of Art Work:** _____

☞ **Take Down Date:** _____

B. Insurance Coverage: The Oglesby Gallery **does not** provide insurance for artist(s)'s works. Any damages that occur during the exhibition must be absorbed by the artist. The Gallery will take precaution with all work and will handle it in a professional manner.

C. Promotion: The Gallery will not supply the artist(s) with flyers. The artist(s) is responsible for his or her own advertising/ flyer design, but, if assistance is needed, the Gallery can provide **limited** graphic design of promotional materials.

1. Distribution: The Gallery will distribute flyers around the Union and at the Art Department. The artist(s) is also encouraged to distribute flyers and promote the show. **Please see FSU's regulations for posting flyers on campus.**

2. Event Calendars: The Gallery will send exhibit information to the *Limelight* exhibit calendar, and it will also be posted on several Tallahassee art exhibition websites.

3. Gallery Promotion: The Gallery reserves the right to photograph the work(s) of the artist(s) for promotional use for the Gallery.

D. Installation of Exhibit/Performance: The Gallery staff will install and arrange the exhibit or will assist the artist(s) with the installation.

1. Labels: The Gallery will print labels for the exhibit. The artist(s) must provide a list of all works in exhibit (including name, title, medium) in advance so that labels can be made.

2. Gallery Walls: The artist(s) ensures that **no permanent damage** will be done to the surface of the walls. If work(s) cannot be hung using the Gallery's existing

tracks, holes can be made in the walls with **pre-approval** from the Gallery Director. In addition, the artist(s) must **sand, level, and paint** the walls at the close of the exhibit. If the artist(s) plans to paint or draw on walls, the artist(s) must get **pre-approval** from the Gallery Director. Only latex paint may be used (no oil based paints).

3. Gallery Floor: The artist(s) ensures that **no permanent damage** will be done to the Gallery floors. Objects, including pedestals, may **NOT** be dragged across the floor. All spills must be cleaned up immediately.

4. Pedestals: A limited number of pedestals are available for three-dimensional (3D) work(s). Please request a **specified number** of pedestals **prior to the installation**.

5. Gallery Hardware: The Gallery will provide basic hardware and tools for the exhibit installation. Any and all tools used must be returned to the Gallery Director. The toolboxes and Gallery cart must be returned in their original condition. **The work(s) received by the Gallery must be ready to hang or be displayed are. The Gallery reserves the right to make alterations to the casing, frame, etc.** The work(s) itself will not be altered or tampered in any way.

E. Reception: The Gallery will provide limited refreshments and tableware for the reception that may include: fruit/vegetable tray, cookie plate, punch, water, cups, napkins, plates, toothpicks, and tablecloths.

1. Alcohol: Neither the artist(s) nor the Gallery will provide alcohol in any form. Failure to comply with this rule will result in termination of the exhibit.

F. Close Date/Removal of Exhibit: All articles must be removed by the artist(s) by the scheduled takedown date. **Articles remaining after the specified removal date will be disposed of by the gallery without liability.** Articles will not be stored by the Gallery.

G. Additional Notes:

By signing below, the artist agrees to the conditions as stated in this artist agreement.

_____/_____/_____
Artist Signature Date

_____/_____/_____
Gallery Director Signature Date

ART RELEASE FORM

_____ # of pieces dropped off

_____/_____/_____
Artist Signature **Date**

_____/_____/_____
Gallery Director Signature **Date**

ART PICK UP FORM

The artist hereby proclaims that his or her work(s) has been retrieved in the same condition in which it was given to the Oglesby Gallery.

_____ # of pieces picked up

_____/_____/_____
Artist Signature **Date**

_____/_____/_____
Gallery Director Signature **Date**

**For Your Records:
OGLESBY GALLERY EXHIBITION
IMPORTANT DATES**

1. Due Date for Original Flyer: _____

⌘ Notes:

2. Due Date for Delivery of Art Work: _____

⌘ Notes:

3. Installation: _____

⌘ Notes:

4. Due Date for List of Art Work: _____

⌘ Notes:

5. Take Down Date: _____

⌘ Notes: