



## GUEST ARTIST CONTRACT

This is a contract between the Artist named below and the Bemis Art Committee (BAC). This Contract does not represent the Bemis Building itself, owners, or tenants.

Artists Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

### Contract Period

Pre-Show Artist Meeting:	Monday	April 16 <sup>th</sup>	Mandatory (or artist representative)
Hanging / Install Dates:	Wed-Thur-Fri	April 25 <sup>th</sup> -27 <sup>th</sup>	Pre-Scheduled Appointments
Exhibit Dates:	Sat-Sun	April 28 <sup>th</sup> – 29 <sup>th</sup>	12:00pm – 8:00pm
Pick Up Artwork:	Mon-Fri	April 30 <sup>th</sup> – May 4 <sup>th</sup>	Pre-Scheduled Appointments

### General Terms and Conditions

- Venue:** The Art will be shown in the hallways and some studio spaces available on the 3<sup>rd</sup> and 4<sup>th</sup> floors.
- Fees:** The Artist agrees to pay \$50 to the Bemis Art Committee. This Money will be used for the sole purpose of advertising the show. The fee is non-refundable. **If making payment by check, make payable to: The Bemis Art Committee. You can also pay via your PayPal account and 'Send Money' to BemisArtCommittee@gmail.com . You can either print, scan and email your contracts to BemisArtInfo@gmail.com or mail. Please mail checks & signed contracts to: Bemis Art Committee, Attn: Karen Chenkovich, 55 S. Atlantic St. #314, Seattle, WA 98134.**
- Sales:** The Artist keeps 100% of the proceeds of any work sold via the show. The Artist is responsible for all arrangements concerning sales and follow-up of delivery of work. Therefore, the artist should be present for the show or have a clear way for a visitor to inquire about work for sale. **Any sold artwork will not be removed before the end of the show.** Artists are responsible for managing their own sales tax.
- Insurance:** The Bemis Art Committee provides no insurance on the Artwork during or after the show. The building is secured and only accessible via tenants and therefore relatively safe. However, if any Artwork is damaged, lost or stolen it is the sole concern of the Artist. Please note that we have not had any issues in past shows at the Bemis Building.
- Publicity:** The Bemis Art Committee is responsible for advertising and marketing the show. This includes creating and sending postcards to our existing list of contacts, creating and distributing posters, sending out press releases, advertising in art publications, and cross promotions with partners.
- Postcards:** The BAC will design, print, and provide you with promotional postcards for the show. We will notify you when postcards are available for pick up/mail for artist’s own mailing and distribution. A PDF of the invitation will be distributed to all artists for promotional use.
- Promotional Usage:** The Artist grants The Bemis Art Committee permission to use the Artist’s submitted images in a reasonable and fair manner; in their original or modified form, online or in print, or in conjuncture with the promotion of this show and future shows.
- Presentation:** The Artist is responsible for securely framing, mounting and presenting their work in accordance with the BAC hanging requirements. Please use the attached guide for standard hanging

practices. The BAC will provide general guidance along with ladders, power lifts, and space parameters. Artist must provide your own labor for hanging your work. All wires must be removed after show.

## Presentation Guide

- **Set Up:** Please schedule a time with BAC to deliver/setup and takedown of your work.
- **Hanging and 2D display:** The Artist shall ensure that any hanging mechanism is adequate to support the weight of the work. All hung work must be suspended from wires attached to the ceiling beams. Attachment to the ceiling by the use of eyehooks is the only permitted method. All hanging supplies will be provided by the Artist (see attached supply list for recommendations). The ceilings vary between 13 to 18 feet in height so wire length may vary. All wires must be removed after show.
- **3D display & Performance:** The artist must provide any specialized pedestal and/or platform for the display of 3D objects. Each display must take in the considerations of traffic and space and also the load bearing limits of the building. The Artist is responsible for addressing any specialized display requirements with their BAC contact. Specific spaces will be designated for installation work or performances.
- **Signage:** The Artist agrees to follow signage guidelines set by The Bemis Art Committee. Any labels attached to the walls should have **WHITE** Funtac or non-acid double-sided tape (found at either Paper Zone or Office Max). All tags and Funtac/double stick tape must be removed after the show.
- **Lighting:** The Bemis Building has track lighting available through the exhibition spaces. The track lighting will be divided up amongst the artists in each area. If there is a desire for further lighting basic clamp lights are acceptable. (Due to fire regulations, we cannot clip lights from the sprinkler pipes. Please ask assistance to identify correct pipes/ledges to clip lights).
- **Furniture:** Artists may bring a stool/chair for the artist's comfort if they intend to accompany the artwork during the show. The Artist may also bring one pedestal or small table to display cards and/or visitor book, etc. Any additional furniture must be cleared ahead of time. Pedestals for 3-D work are approved and/or can be coordinated with the BAC to supplement.
- **Food and Drink:** The Artist may bring a reasonable amount of food or drink for personal usage only. The food or drink may not be sold or distributed to the public and must be stored discreetly. We generally have some storage in designated studios for personal belongings. Tenants and building are held harmless for any stolen or lost articles.

## Liability

1. **Walls:** The walls shall not be punctured in any way. **The Artist agrees not to mount their work directly to the wall using nails, tape, glue, screws, etc... or to create holes in the wall for any reason.** The Artist shall not in any way mark or damage the walls and/or any part of the building.
2. **Alterations:** The Artist agrees not to paint, paper, sand or make any alterations to Bemis Building and any of its structure or property.
3. **Liability:** Where improper installation of artwork results in damage to the premises, or damage is directly related to the Artist or any of their agents, the Artist agrees to pay for any repairs deemed necessary to reestablish the building to its condition prior to their arrival.

\_\_\_\_\_  
(Artist Signature)

\_\_\_\_\_  
(Karen Chenkovich, Bemis Art Committee)

\_\_\_\_\_  
(Artist Print Name)

\_\_\_\_\_  
(Karen Chenkovich, Bemis Art Committee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

