



Yellow Springs Arts Council Art Space Gallery Terms of Agreement

The Art Space Gallery is a Yellow Springs Arts Council member gallery striving to empower local artists, performers and presenters to showcase local works. A volunteer committee meets monthly to develop policies, oversee the gallery and provide a space for exhibition/performance. The Art Space Gallery *is not a full service gallery or performance venue*. The work of exhibitions and presentations is executed by the member artists, performers or group show organizers. These individuals will be referred to as presenters throughout this agreement.

YSAC Membership Fee

Artists, performers or show organizers may join the YSAC with the intent of applying for a exhibition/performance. A \$30 individual/artists membership fee is due upon acceptance to present in the YSAC Art Space. No fee to current members. Membership does not guarantee a show or performance, but all efforts will be made to enable interested members to present their work.

Gallery / Building Security

Presenters in the Art Space will be entrusted with a building and Art Space key for the duration of their showing period.

Presenters are responsible for locking the Art Space upon leaving and locking the building door when the presenter is the last open business/organization open in the building.

This key must be returned in person to mail box or by mail immediately following the showing period:

Sarah Strong, 228 Pleasant St., YS, OH 45387. Call Sarah at 767-1887 for questions.

Artist Donation

Visual artists showing in solo or 2-person shows agree to donate one piece of art to the YSAC permanent collection OR a 15% commission on all art sales generated through their Art Space show. The artist must clarify this agreement decision at the end of this document and prior to exhibition.

Reception Agreement

Presenters agree to hold a reception/performance event on the evening of the 3rd Friday Fling that coincides with their show. Presenters are responsible for providing and setting up refreshments that will be served during the evening, including wine and/or alternative beverages. The YSAC will put out a donation box during 3rd Friday Fling receptions with proceeds benefiting the YSAC.

Gallery Open / Gallery Sitting

Presenters of an ongoing exhibition are strongly encouraged to open and sit the gallery each Saturday during the period of their exhibition from 1-4pm. Additional open gallery times are also welcome and must be confirmed by emailing deborahhoush@gmail.com. Art Space committee members *will not* be present during open gallery showings, but may be available for questions: Sarah Strong 767-1887 or Deb Housh 767-1107 or Jessica Roller 937-344-9128.

Presenters agree to set up the A-frame sign on the sidewalk during gallery open times to alert the public that the gallery is open. The sign can be found in the Art Space office behind the door.

Clean-up and Maintaining the Space

The presenter agrees to leave the Art Space clean and ready for other groups upon each departure.

The Art Space is a shared member gallery and there is no paid staff to maintain the space. The presenter agrees to leave the main gallery space and office room in the same or better condition than at arrival. **Clean up responsibilities include but are not limited to:**

- Wipe up any spills around the gallery, kitchenette and office areas and vacuum the carpet.
- Return all furniture and items to a usable meeting arrangement at the end of your event.
- Wash, dry and return any serving items to their original locations in the office.
- Take out garbage and recycling. Receptacles for both can be found on the concrete porch, backside of the building.
- Make sure the restroom key is returned to the designated hook.
- Be sure that coffeepot, air conditioner and any other electrical devices are turned off. Thermostat set to save energy.
- Lock the Art Space door whenever you leave the space and the building door when last person in the building.

Presenter initials ____

Publicity

I. Presenters are responsible for their own local publicity. The YSAC recommends that artists send a press blurb, including show description, reception and open gallery dates/times, to the following local press sources:

1. Yellow Springs Chamber of Commerce Calendar: www.yellowspringsohio.org/calendar ; Click on "Submit an Event"
2. *Yellow Springs Art Blog*: email spuggysart@yahoo.com
3. *A Yellow Springs Blog*: email gunchpress@yahoo.com
4. *Artists of Yellow Springs* networking ning: ysarts.ning.com ; Become a ning member artist and submit your event.
5. Artists may want to make and distribute their own flyers and/or handbills.

II. The YSAC will send a press release about your show to the **YS News and other area newspapers** and will create a **multi-month flyer** including images and show details. YSAC will also promote your show through the **YSAC website** and **member email list**.

Art Sales or Entry Fees

Artists are invited to sell their work and/or charge a fee for performances. Presenters are solely responsible for transactions, monetary or otherwise, in relation to their work. The YSAC will not deliver, ship or be present for pick-up of artwork by interested clients.

Artist Information & Documentation

Volunteers of the YSAC Art Space may share artists' contact information with interested parties unless a *written request not to share contact information* is provided to the YSAC prior to the opening of the show. All artwork and activities that occur in the Art Space may be photographed, video recorded or otherwise documented. These materials may be used at any time by the YSAC for promotion of the organization.

Insurance Coverage

The Yellow Springs Arts Council carries insurance for our Art Space Gallery and Meeting Space including occurrence, fire and personal injury liabilities. No insurance is carried by the YSAC for loss or damage to artwork or other displays not belonging to or held within the Art Space facility. The YSAC also suggest that you contact your insurance agent for appropriate coverage.

Visual Artists—Additional Exhibition Details

Shows are **hung during the third week of the month** for an event opening during the 3rd Friday Fling 6-9pm. Shows are **taken down at the end of the second week of the month**. It is the sole responsibility of the presenters to hang and take down exhibitions. However, questions and consultation with Art Space Gallery coordinators are welcome.

The gallery includes approximately 75 linear feet of wall space and six pedestals are available. Art Space tables may not be used for art display unless specifically arranged through an Art Council gallery coordinator.

YSAC requests that artists mount title/price labels near their art or number work with a reference sheet. A displayed artist statement is also recommended. Other promotional materials are welcome. Finally, please **provide the YSAC with a copy of a Price and Inventory Summary prior to you show**.

The YSAC requests framed, mounted or otherwise professionally displayed artwork. Non-framed, finished canvases are acceptable. Dry mounted 2-D pieces are also acceptable. One wall of the Art Space is designated for the use of nails to secure artwork. The other three walls of the space are restricted to rail hooks for hanging. No alteration of any of the wall surfaces is permitted. It is not permissible to alter the walls of the space and it is the responsibility of the artist to clean or repair any marks or other damage that may have occurred during hanging, events or show take-down.

Artists are responsible for hanging and taking down their exhibits. The artist will receive a key to the Art Space for the duration of his/her show. In general, YSAC volunteers are not available for physical assistance.

As meetings and conveninings occur regularly in the Art Space, **the artist must check space availability with a gallery coordinator prior to hanging, preparing an event, opening the gallery to the public or dismantling their show**.

Performers—Show Details

Use of the Art Space is flexible and can be available for creative "outside the box" uses. Please contact the Art Space Committee to discuss your ideas.

Presenter initials _____



Yellow Springs Arts Council Art Space Gallery Terms of Agreement

Artist, Performer or Group Organizer Name _____

Street/City/State/Zip _____

Phone _____ Cell phone _____ Email _____

Title of Exhibit or Performance _____

Date you plan to hang show: _____ Date of 3rd Friday Reception (6-9pm) _____

Date you plan to take down show: _____

Visual Artist Donation (please check one): **Original Piece of Art** **15% Commission on Art Space Sales**

Visual Artist Saturday Gallery Sitzings (*Strongly recommended* for each Saturday during monthly exhibits.):

Saturday, _____ (date and times)

Saturday, _____ (date and times)

Saturday, _____ (date and times)

Saturday, _____ (date and times)

Additional Gallery Sitzings or Events (*Optional*--must be scheduled below or by email—deborahhoush@gmail.com.)

_____ (date and times)

_____ (date and times)

Membership (please check one): I am a current member of YSAC. My membership payment is enclosed.

Price & Inventory Sheet (please check one): It is attached. I will give it to a gallery representative prior to my show opening.

I _____ (presenter signature/date) agree to the terms of the *Yellow Springs Arts Council Art Space Gallery Terms of Agreement* (pages 1-3). Furthermore, I agree to return this contract to a gallery representative or to the address listed below before the opening of my show/performance. *Artist must also initial each page of agreement at the bottom right hand corner.*

Mail completed contract (2 initialed pages + agreement page 3) to:
Deborah Housh
YSAC Art Space Gallery
238 Whitehall Dr.
Yellow Springs, OH 45387