



293 City Centre
 Kitimat, B.C.
 Canada V8C 1T6
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Kitimat Museum & Archives

Exhibition Contract

Exhibition Title _____
 Exhibitor _____
 Contact Address _____
 _____ Postal Code _____
 Contact Telephone: _____ Contact Fax: _____
 Contact Name: _____
 Installation Date: _____ Dismantle Date: _____
 Exhibition Dates: _____
 To be paid to Artist: _____

TERMS AND CONDITIONS

The Museum is responsible for:

- ❖ Installing and striking the exhibition.
- ❖ Exhibition Insurance
- ❖ Publicity and promotions in the form of Public Service Announcements and posters
- ❖ All labels and text panels
- ❖ Opening Reception – invitations will be sent to all Museum members and members of the local government and media. We can make extra invitations available to the exhibitor if they wish to invite others.
- ❖ Providing coffee and punch for the reception.
- ❖ Special Occasion Liquor License and staff member with Serving It Right present upon request.
- ❖ Sales of art and collection of sales taxes.

The Exhibitor is responsible for:

- ❖ Providing exhibition pieces by the installation date, properly framed and matted, ready to hang.
- ❖ Providing an image suitable for copying that will be used for posters.
- ❖ Providing a list of exhibition pieces that includes insurance values and sale price at least four weeks

- before the installation date.
- ❖ Providing information for labels and text panels at least two weeks before the installation date.
- ❖ Requesting extra invitations at least one week before the Opening reception.
- ❖ If the exhibitor wishes to serve alcohol at the Opening reception they must notify the Museum in sufficient time to obtain a Special Occasion License. Purchase of the alcohol is the responsibility of the exhibitor.

Please note that the museum will not take a Commission on the sale of artwork. However, we strongly urge the artist to make a gift of 20% of all sales to the Museum.

Breeches of Agreement - Gallery: In the event of the Museum's cancelling the exhibition, it will pay damages to the Artist according to the following schedule:

- ❖ More than 90 days' notice ... no fine.
- ❖ 90 - 30 day's notice \$125.00
- ❖ less than 30 day's notice \$250.00

Breeches of Agreement - Artist: In the event of the Artist cancelling the exhibition, they will pay damages to the Museum according to the following schedule:

- ❖ More than 90 days' notice ... no fine.
- ❖ 90 - 30 day's notice \$125.00
- ❖ less than 30 day's notice \$250.00

All amendments and modifications of this agreement will be with the written mutual consent of both parties.

The Museum

The Artist