



ARTIST CONTRACT

Title of Exhibit: NorCal Pen Women **Celebrate Women!** Art Show
National League of American Pen Women

Dates of Exhibit: **Thursday, December 13, 2018 – Friday, March 1, 2019**

Location of Drop-off & Reception John O’Lague Galleria, Hayward City Hall
777 B Street, Hayward, CA 94541
Galleria Hours: 8 am – 5 pm, Monday – Friday

SCHEDULE:

Deliver Art:	Thursday, December 13, 2018	8:30 – 11:00 am
Reception:	Thursday, December 13, 2018	5:30 – 7:30 pm
Pick up Art:	Friday, March 1, 2019	8:30 – 11:00 am

All artwork must be labeled with the following clearly printed information: Artist name, Title of artwork, Media Installation of artwork is at the discretion of the Hayward Arts Council (HAC). No political or religious statements, nudes, or depictions of violence will be considered. HAC reserves the right of final selection and installation of artwork.

Artwork can be sold but cannot be removed from the exhibition until the show closes on February 8, 2019. All sales will be conducted by the Hayward Arts Council at 22100 Princeton St. H2 Hayward CA 94541, which retains a 20% commission on all sales made during or because of the exhibition. HAC will collect and pay the appropriate sales tax to the state. Payment for sales will be mailed to the artist within 30 days of the close of the show.

Publicity will be provided by the Hayward Arts Council. HAC will print postcards which will be sent to its mailing list. Each artist will receive an electronic image of the post card for emailing.

No insurance coverage for loss or damage applies. Every artist assumes the risk of exhibition. Artists are required to sign this contract upon delivery of artwork for the show releasing and holding harmless the City of Hayward, Hayward Arts Council, its Board of Directors, employees, and volunteers from and against any and all liability for any and all damage to or loss of artwork on display, and for copyright infringement(s) in the distribution and publication of photographs of artwork for purposes of this show.

Artist signature: _____

Print name: _____

Address: _____

Email: _____ Phone: _____

Date: _____