** Mary Schein Fall Salon | Exhibitor Agreement 2017**

**Exhibitor name (PLEASE PRINT CLEARLY)**

**E-mail**

**LIABILITY**

• Artists participating in Cambridge Art Association exhibitions assume all responsibility for their artwork, in the event of any damage or loss, resulting from any cause. CAA is not responsible for work that is damaged in any way or for the loss of work by fire, theft or any other means. University Place and the Kathryn Schultz Gallery are secure environments, but all responsibility rests with the exhibitor.

**•** All work valued at $7500 and above must be accompanied by proof of insurance or notarized release of liability.

**SALES**

**•** The Cambridge Art Association will be due the normal percentage of sale price (depending on membership level\*) if any exhibited work seen at or learned about through its exhibit at University Place is sold within three months of the exhibition. This applies whether or not art is invoiced through the Cambridge Art Association.

**\* Artist Members (60% to artists, 40% CAA) Associate & Student (50% to artist, 50% to CAA)**

**•** We encourage artists to list a price, if work is ‘Not for Sale’ please write in a value for artwork, ex.“Value $400.”

**•** Prices presented in Slideroom/entry form are the final – no adjustments may be made.

**INSTALLATION**

**•** Art work must be acceptable in content and size to the management of the Kathryn Schultz and University Place Galleries. Art that does not conform must be removed immediately by CAA.

**•** The exhibits are hung in an area designated by the management of Kathryn Schultz Gallery and University Place Gallery and can change at any time, according to instructions.

**PUBLICITY**

**•** CAA mails postcards, uses social media platforms/email blasts through Constant Contact and printed ads in Art New England. We encourage all artists to reach out to their personal mailing lists to promote exhibition featuring their artwork.

• The Association reserves the right to photograph accepted works for publicity purposes.

• ***Suggested show listing as following***: *“Cambridge Art Association Presents (Title of show) at the Kathryn Schultz Gallery or University Place Gallery* (whichever gallery work is presented in). And CV listing *“Show title, presented by the Cambridge Art Association: Kathryn Schultz Gallery/ or University Place Gallery*”

**End of Show PICK UP**

**•** Please be aware of the pick up dates (9/28 & 9/29), CAA cannot store artwork that is not picked up on time due to overlapping exhibition schedule. If you cannot pick up your artwork please make appropriate arrangements to have your work picked up on time (friends, family or co-workers can pick up your artwork for you). If work is not picked up on time, ***artists will be invoiced $15 per a day in late fees*** ***and will not allowed to enter another CAA exhibition until paying their invoices.*** At the end of the exhibition CAA staff is not responsible for any pick-up transportation, damage or theft once exhibition concludes.

**Artist Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE COPY THIS FORM FOR YOUR RECORDS and send original to CAA ASAP.** Cambridge Art Association / 25 Lowell Street / Cambridge MA 02138 **/** 617.876.0246 / [info@cambridgeart.org](mailto:info@cambridgeart.org) / [www.cambridgeart.org](http://www.cambridgeart.org)