



Rules and Guidelines



Artist Name (print) _____ Show dates _____ to _____

Please read, initial and sign at bottom indicating that you understand and agree to:

___ I understand that I must be a current MBCAC member to show in Gallery 62 (except for open call exhibits).

___ I understand I the fees and will pay all fees that are due at the start of each show. Circle one:

\$20 \$50 \$200

___ All artwork I submit will be listed on the gallery "Show Submittal Form" - on file during show

___ All artwork is original, created solely by myself and is ready to hang, prints ok upon approval

___ I agree to the dates for gallery sitting, intake, outtake times and days, and will install/take down my work unless otherwise directed (group shows are typically installed by committee).

___ I am willing to sit (and sell) at the gallery or have made other arrangements (see below). I will schedule my gallery sitting when I bring in my artwork for the show. If I cannot sit, I will arrange for another person to fill in for me AT THE FEE OF \$25 PER SESSION.

___ I will attend a short gallery sitting training (usually done on intake day)

___ I understand that it is important for me to be at the gallery for the Opening Reception on 2nd Sat

___ If a piece sells, I will be notified and will do my best to replace it in a timely manner

___ I understand that if a piece is sells, there is a commission taken by the gallery, and that all sales will go through the MBCAC and I will be paid within 45 days of sale submittal

___ I understand that if I sell more than \$600 in one calendar year via the MBCAC exhibit venues, I am obligated to submit a W9 form to the MBCAC for tax reporting purposes (IRS requirement)

___ I understand that the showing artists are responsible for the promotion of their show including announcements to press, radio, postings on Facebook, printing and distribution of posters, cards, flyers, etc. (MBCAC will create show poster, print, post on FB and website)

___ I will do my part to maintain the gallery in a clean and orderly state while sitting

___ If I am the designated "Feature Exhibit Curator", I agree to be the person that represents the group of artists, helps in curating show, publicity of show, monitoring the sitting schedule, maintenance of the gallery, and directing artists at intake/out take. I volunteer to do this, and am being compensated for my efforts by receiving a reduced rate/showing credit of \$50/show. Artist

Signature _____ Date _____

Gallery Representative/Signature _____ Date _____