

THE PALACE GALLERY_EXHIBITING ARTIST CONTRACT_2024

This agreement is made on _____ between the artist listed below (hereinafter referred to as the "Artist") and The Palace Gallery, 210 W 4th Ave., Ellensburg, WA 98926 (phone 775-848-5297)

Title of Exhibition/Event: _____

Artist(s) Name(s): _____

Address: _____ Phone Number: _____

Email: _____ Website: _____

Exhibition Dates: _____ to _____

SIGNIFICANT DATES:

ASAP	Return signed Exhibition Agreement to: thepalacegallery@outlook.com
ASAP	Images for Publicity Email up to 5 images for publicity and promotional purposes to: thepalacegallery@outlook.com. (Please submit images in digital format at 300 dpi please between 2-5mb.)
	Exhibit Title, Artist statement, Bio, and or Inventory emailed to thepalacegallery@outlook.com
	Artwork delivery Date and location: The Palace Gallery, 210 W 4 th Ave, Suite x, Ellensburg, WA, 98926
	Exhibition reception/Opening:
	Take Down Date:

The parties agree to the following:

- 1. Creation and Title:** The Artist certifies that he/she created the works listed and described on the inventory provided by the artist, possesses unencumbered title to them and has the right to loan and/or sell these works.
- 2. Duration and Manner of Exhibition:** The Artist agrees to loan for exhibition purposes to The Palace Gallery the works listed on their inventory for the period of the exhibition listed above.
- 3. Delivery, Condition and Care:** Unless other arrangements have been made, the Artist shall be responsible for arranging to have the works listed on the inventory shipped or delivered to The Palace Gallery. Costs of delivery and pick-up of art (including insurance and transportation) shall be paid by the Artist. The Palace Gallery is not liable for any loss or damage while the artwork is in transit. The Palace Gallery will check the condition of the artwork when delivered and return it in the same condition. Artwork will be held for a maximum of 5 days following the conclusion of the exhibit unless previously arranged with representative of the Palace Gallery. Artist agrees to deliver work ready to hang, mount, or display. The Palace Gallery reserves the right to refuse artwork that is too fragile, oversized, or does not meet conditions necessary for display.
- 4. Loss or Damage and Insurance:** The Palace Gallery is responsible for loss of or damage to the works while artworks are on the premises of The Palace Gallery.
- 5. Copyright and Reproduction:** The artist reserves all reproductions rights on all works listed on the Exhibit Inventory. The Artist gives The Palace Gallery permission to reproduce the works for promotion of the exhibition to be used on a postcard, flyer, in a catalog announcing the exhibit, advertisements or brochures for promotion in general, and on The Palace Gallery website and email list-serve. The Palace Gallery allows video and photography in all areas of the building for private, noncommercial use.
- 6. Sales and Commissions:** The Palace Gallery retains a 40% commission on the sale of artwork. The Artist will be sent by mail a check for the remaining 60% of total sale within 30 days of the close of the exhibit unless the purchaser is on a payment plan as described in item 7. The Artist understands that The Palace Gallery should receive a 40% commission on the sale of any artwork within one year from the close of the show if the sale is a direct result of the exhibition. Individual works of art on loan cannot exceed and maximum value of \$10,000, or a total value of \$50,000 for all artist's works combined.
- 7. Payment Plans:** The Palace Gallery will accept payment plans from reputable patrons on artwork over \$100 for a period of no longer than 90 days. Artwork will remain in the possession of The Palace Gallery until final payment is made by the purchaser. In this case, the Artist will receive their 75% commission within 30 days of receiving the final payment.
- 8. Sales Tax:** Sales tax will be collected and paid to the State of Washington by The Palace Gallery.

Please date (top of page) and sign both copies, retain one for your records, and return one to The Palace Gallery. IN THE WITNESS WHEREOF, the Parties have signed this Agreement as of the date first set forth above.

Artist Signature:

The Palace Gallery Representative Signature: