

ArtHub Non-Member Artist of the Month Contract Terms and Conditions

Artist's Information:

Name _____ Address _____

Email _____ Phone _____

Featured Medium _____

- Terms:** The Non-Member Featured Artist of the Month agrees to follow all terms and conditions as set forth in this contract agreement for display of work at the ArtHub Gallery as a featured artist for a period of on month and testifies that he/she has signed and submitted this contract to the NAAA.

The NAAA reserves the right to reject any artwork that it determines does not conform to their standards of good taste or suitability for public viewing. It also reserves the right to reject artwork not properly framed (when applicable) or wired for display.

Only original artwork by the displaying artist will be allowed. If the work in question does not reflect the artist's personal style as demonstrated by their body of work, then the validity of the work being "original" needs to come into question. Work completed from a reference piece provided by an instructor is not considered original. Prints of the artist's work may be available for sale in a bin provided by the artist, but they may not be displayed on the wall. Non-member artists will pay a non-refundable fee of \$45 for the privilege of displaying on the Featured Artist of the Month wall at the ArtHub Gallery.
- Publicity:** The Featured Artist of the Month agrees to submit to the Publicity Chair, Marilene Sawaf (email is msawaf@msn.com) the following materials no later than 4 weeks prior to their scheduled exhibit date: a) an Artist's Biography and Profile; b) an artist's statement expressing his/her guiding vision relative to their work; c) quality photos in digital format for publication. The artist is also encouraged to publicize his/her event among friends and fellow artists and the general public in other media and social networks not usually contacted by the NAAA Publicity Chair. **NOTE: PLEASE SEE ATTACHED SUGGESTIONS AT THE END OF THIS CONTRACT IN ORDER TO ACHIEVE MAXIMUM SUCCESS WITH PUBLICITY**
- Artist's Reception:** At least one month prior to the start of the exhibit (two is preferred), the Featured Artist of the Month will submit to the Publicity Chair the day, date, and time frame of their artist's reception, which cannot be held at the same time as an NAAA previously scheduled event. The reception is mandatory and is the responsibility of the artist. This entails set up, provision of light refreshment, and clean up of the ArtHub following the reception. **Receptions scheduled later than 2 P.M. on Saturdays or after 6 P.M. on weekdays will require a fee of \$25 per hour for security guard overtime, and notification to Marlene at Finlay to verify security can stay.** Marlene Burke's email: Marlene.Burke@colliers.com. **Also, if reception is held during off hours, the FAOM must find a member willing to gallery sit during that time frame. We highly recommend that the artist select hours when the ArtHub is open and the building is also.** Should the Featured Artist of the Month fail to fulfill his/her obligation to hold a reception, a fine of \$50 will be levied for breach of contract.
- Sale of Artwork:** Sales of artwork by this artist (including prints, cards, or other manufactured facsimiles) will be subject to a flat commission rate of 30%
- Set Up and Removal of Art for Display:** The Featured Artist of the Month must plan to install the featured artwork at the ArtHub during this time frame: Last Saturday of the month prior after ArtHub closing, or Monday or Tuesday prior to the opening of their exhibit anytime from 8 AM to 6 PM. The Outgoing Featured Artist of the Month must plan to remove their display after 1:30 P.M. on the last Saturday of the exhibit for that month. Outgoing and Incoming artists are encouraged to contact one another to coordinate the change out.

6. **Registering For the Exhibit at the ArtHub:** The Non-Member Featured Artist of the Month **MUST** register his/her artwork, by submitting titles, medium, prices, and sales coding to the ArtHub coordinator no later than one week prior to the opening of the display.

By affixing my signature below, I, as Featured Artist of the Month for the month of _____ in the year of _____, do acknowledge and agree to all of the Terms and Conditions as stated above. I do not hold the Nashua Area Artists' Association, the ArtHub, its officers or its members liable for any loss or damage to my property or for any lack of sales.

_____ SIGNATURE OF ARTIST _____ DATE

SUGGESTIONS FOR IMPROVING ATTENDANCE AT RECEPTION AND DURING EXHIBIT MONTH:

***When choosing the reception time-take advantage of the lunch crowd at City Moose Cafe, print off a poster and post on the doors upstairs, or on the security desk, after asking the guard for permission. Just remember to remove at end of reception.**

***Make a Facebook Event, make sure it is public so people can share. Pay \$5 to promote the FB event to get info out to people outside of your circle of friends.**

***Send email to Paul at GAD (PaulwShea@downtownnashua.org) and Carol Eyeman (carol.eyeman@nashualibrary.org) they might post to GAD newsletter and CAN fb page INCLUDE PHOTO (always include photo, it catches people's attention)**

***The week of the event, post to FB pages such as Nashua NH Civic Sounding Board, etc. and request that people "Share" with their FB friends.**

***There are free online calendars that you can post to such as WMUR (<http://www.wmur.com/article/wmur-community-calendar/5281838>) and Lowell has one too. There are more, you just need to google them.**

*** Send out personal invitations, regular mail, to friends, colleagues, influential people in the community. That personal touch is very important.**

