



## Artist Contact Information and Contract

*This form will be kept in the Artist files and applies to all KHAC exhibitions.*

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
E-mail

Communication preference:  Phone  Email  Mail

**Agreement** *Please initial each statement to show agreement of terms and waivers.*

\_\_\_\_\_ KHAC will retain 30% commission upon the sale of each piece of artwork accepted into the exhibition. Artist will be paid 70% of the actual sale price of each piece of artwork.

\_\_\_\_\_ All work accepted for the exhibition must arrive ready to install. Works not gallery-ready, or not exhibiting good craftsmanship, may be omitted from the exhibit. Works may be hand-delivered or shipped. Shipped works must be sent in a reusable container with returned shipping prepaid.

\_\_\_\_\_ The greatest care will be taken in handling all artwork. However, KHAC will not be responsible for any loss or damage that might occur whilst the work is on display, or during storage at KHAC or during transit to or from KHAC.

\_\_\_\_\_ KHAC reserves the right to photograph works for publicity and record.

\_\_\_\_\_ The exhibition Curator has final authority regarding acceptance of all work into the exhibition and its placement within the gallery space at KHAC. The Curator will endeavor to inform all artists of final decisions regarding placement of accepted work but reserves the right to make any last minute changes to the exhibition and placement of work to ensure maximum artistic impact. This may result in changes being made which may not be communicated to the artist prior to the opening of the show.

\_\_\_\_\_ Failure to pick up artwork within 30 days of the close of the exhibition will be auctioned with all proceeds to benefit the Kennedy Heights Arts Center, recycled for use in children's arts programs or discarded without further notice.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
KHAC Signature

\_\_\_\_\_  
Date

For office use only:  Signed W-9 on file  Artist Biography on file



### Exhibition Application/Inventory Sheet

Artist Name: \_\_\_\_\_  
 Artist Phone: \_\_\_\_\_

Exhibition: \_\_\_\_\_

Artists provide a \$25 non-refundable exhibition application fee in order to exhibit accepted artwork

**If you would like to, you may also submit:**

- Artist Biography (2-3 paragraphs)
- Artist Exhibition Statement (1-2 paragraphs relating your artwork to the theme of the exhibition)

E-mail your bio and personal statement to: [curator@kennedyarts.org](mailto:curator@kennedyarts.org) or mail to Attn: Curator 6546 Montgomery Rd. Cincinnati Ohio 45213

Code (Office Use)	Title of Work	Price	Medium	Dimensions	Date Bought/Returned	Purchaser name/phone
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**Inventory of artwork submitted for this exhibition:**

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

\_\_\_\_\_  
 Date Delivered

\_\_\_\_\_  
 KHAC Signature

\_\_\_\_\_  
 Date Received