

**Memorandum of Understanding for  
Artist Exhibit at LVAC 2017**  
Please answer questions and initial statements.

**LVAC invites art exhibits by area artists.** Works will be displayed in our gallery space at 140 Bridge Street (Gallery 140). We prefer to have both two and three dimensional pieces for the walls and the pedestals. Exceptions are always considered.

Please Print Name \_\_\_\_\_

Preferred Contact Circle One: Phone Text or Email \_\_\_\_\_

- 1). **Exhibiting at Gallery 140** is a benefit of paid supporting membership with the Las Vegas Arts Council. \_\_\_\_\_ There is an exception to this rule for public, private, or home schooled students participating in a group show. Memberships begin at \$5.00 for artists.
- 2). **LVAC does NOT carry insurance on art work.** That is the responsibility of the artist. LVAC does carry insurance on events in the building that covers attendees only, not those of us actually participating in the show. \_\_\_\_\_
- 3). **LVAC (staff or volunteers) will sell displayed art,** refer potential buyers who would like to negotiate prices, and commission-interested parties to the artist. \_\_\_\_\_

ARTISTS...

- + **Consider whether out-of-town buyers may take the work.** Your options may be replacing sold work, having empty spaces, or shipping after the show. \_\_\_\_\_
- + **May visitors photograph your art?** \_\_\_\_\_
- + **Charging and paying NM gross receipts tax is the responsibility of the artist** and should be included in the price. Please round prices to the nearest dollar. Checks will be made out directly to the artist. \_\_\_\_\_ When credit cards are used, the artist will receive a check from LVAC.
- + **A 15% commission** is expected for any work sold as a result of its display in the LVAC Gallery. \_\_\_\_\_ This would include commissioned art and work first seen at Gallery 140. \_\_\_\_\_
- + **All sales** generated by exhibit during exhibit **must be receipted at the gallery.** \_\_\_\_\_
- + **Gallery hosting is necessary for artists** who are exhibiting and is a means of keeping the Gallery open more hours. Substitutes are certainly allowed. It is important that the gallery procedures are reviewed before you are scheduled to host, and receive training. \_\_\_\_\_
- + **Exhibiting artists will be responsible** for publicizing displayed work, scheduling with the office, hanging the work, labeling the work, planning and hosting any public reception, taking down the work, and repairing any damage from the installation. We want to be helpful and will be, but it is the artist's responsibility. \_\_\_\_\_
- + **The reception** is an opportunity to draw the community in and get acquainted with fellow artists. It is hosted by the artists showing their work. Monitoring guests at the reception and during gallery hours to sign guest book is necessary for our grant funders. Please encourage them to sign in and help tally those who do not sign. \_\_\_\_\_

- ✦ **The artist will provide an inventory of displayed work and labels** that will include the title of the piece, artist's name, media, and price. \_\_\_\_\_ Artists' contact information and work dimensions on labels are optional. Please provide business cards or other contact information. \_\_\_\_\_

4). **Some notes on publicity:** Please send us this information at least two weeks before the exhibit opens--we will begin advertising earlier if we have the information.

- ✦ We will publicize your show and reception on the LVAC website, via email, and on Facebook. Email information to [lvac@lasvegasartscouncil.org](mailto:lvac@lasvegasartscouncil.org) and include name of show, a brief bio and also photos (see NOTE), of your flyer, your work and of you. \_\_\_\_\_
- ✦ Will you have a flyer or a poster?\_\_\_\_\_ (Design services may be available. Artist is responsible for printing costs. See Executive Director for details.)
- ✦ There is a neighborhood helper who will distribute two dozen or so posters for you up and down the main street corridors. If you leave them at the office, we will arrange to have them distributed. \_\_\_\_\_

**Additional advertising** is up to the artists and we ask you to work with us in a timely manner with regard to publication deadlines:

- ✦ Check out deadlines for OPTIC calendar (Que Pasa and Noticias are free). \_\_\_\_\_
- ✦ KFUN radio - check with us about a radio interview. This is free as well. \_\_\_\_\_
- ✦ Mailers, invitations, posters, and flyers (if desired) can be ordered and purchased. They should include the [LVAC logo](#) or "Sponsored by the Las Vegas Arts Council." \_\_\_\_\_

**NOTE:** Photos of art work are very important for your work and this event. Photos need to be sent to [lvac@lasvegasartscouncil.org](mailto:lvac@lasvegasartscouncil.org) in JPEG or PNG format, at least 300 ppi and one megabyte or less in size.

\_\_\_\_\_  
LVAC retains the rights to use credited images of your work in advertising, promotions, and archives.  
\_\_\_\_\_

**6). We require an initialed and signed copy of the guidelines before the installation. If you have questions, call or email** the office at 505-425-1085. \_\_\_\_\_

Set up Date and Time \_\_\_\_\_ Reception Date and Time \_\_\_\_\_

Tear Down Date and Time \_\_\_\_\_ Membership Expiration Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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