

Memorandum of Understanding for Artists
The Joseph Show
Group Exhibit at LVAC 2018
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).

Please Print Name _____

Contact: Circle Preferred and List: Phone Text or Email _____

- 1). **Exhibiting at Gallery 140** is a benefit of paid 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 arranging 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 for credit card purchases will be made out directly to the artist within 2 weeks of conclusion of the show. _____
- + **A 15% commission on price before GRT 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. _____
- + **What % of sale is being donated to The Joseph Fund?** ____100% ____50% ____0%
- + **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 helping publicize the displayed work, scheduling with the office, providing label information, attending and helping with the reception, and taking down the work. 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, medium, and price before and after GRT. _____ Artists' contact information, year finished and work dimensions on labels are optional. You are welcome to provide business cards or other contact information. _____

4). **Some notes on publicity:** 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 and include name of show, a brief bio and also photos (see NOTE), of your work and of you. _____

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

NOTE: Some photos of art work are very important for your work and this event. Photos need to be sent to lvac@lasvegasartscouncil.org in JPEG or PNG format, at least 300 ppi and one megabyte or less in size. If we can get a few photos, it will help us with website promotion. _____

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

Because transition time between shows is often short, work left after your scheduled tear down will be considered the property of LVAC unless a reasonable pickup can be rescheduled and agreed on by both artist and LVAC. _____

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. _____

Deliver work to gallery: 1/12 and 1/13 1-4 pm. Reception Date and Time January 18, 5-7 pm and cleanup

Tear Down Date and Time: Thursday, 2/1 4-7 pm Membership Expiration Date _____

Reviewed by LVAC _____ Date _____

Artist Signature _____ Date _____