



GALLERY CONTRACT

4523 Liberty Avenue
Pittsburgh, PA 15224
P 412 687 8858
F 412 687 6338
www.boxheart.org

GENERAL CONSIGNMENT FOR GROUP EXHIBITION

1. Box Heart, consignee, agrees to act as sales representative for the artist, consignor, and his/her artwork.
2. Box Heart shall receive a 40% commission on all sales made on its premises during the indicated exhibition: Art Inter/National 2010.
3. Payment to the artist for any sales made by the gallery will be made upon completion of the exhibition or upon receiving payment for the purchase.
4. Box Heart will keep an inventoried list of all artwork received by the gallery.
5. Box Heart will keep record of transactions regarding each artist's artwork, including who work is sold to. This information is given to the artist with payment for his/her sold art work.
6. The artist has read and understands Box Heart Gallery's pick-up and drop-off dates for the above exhibition and has read and understands Box Heart Gallery's shipping procedures and recommendations. .
7. If the artwork is not removed or return shipping arrangements are not made within a period of two (2) weeks after the completion of the exhibition, the artwork becomes property of Box Heart Gallery.
8. Artists that are shipping work to Box Heart agree to follow Box Heart's shipping procedures and include a prepaid shipping label with their work for return after the exhibition.
9. Box Heart insures artwork against any loss incurred while the work is on the premises.
10. Insurance is 100% of the Retail Value of the artwork.
11. Box Heart reserves the right of placement of all artwork in the gallery.
12. Box Heart will refuse to exhibit artwork that is poorly constructed, damaged, unfinished, or not ready for exhibition display.
13. All artwork MUST be for sale. Box Heart will refuse to exhibit artwork that is listed as "Not for Sale" or "Price on Request."
14. Box Heart reserves the right to use images of the artist's artwork for exhibition press materials including; Exhibition Postcards, Exhibition Press Releases, Website or Email Exhibition Announcements.

Date: _____ Date: November 2009
Consignor: _____ Consignee: Box Heart Expressions Gallery
Representative (if other than
artist): _____
Signature: _____ Signature: Nicole Capozzi