



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 art work.
2. Box Heart shall receive a 40% commission on all sales made on its premises during the indicated exhibition:
Art Inter/National 2011: January 4 - January 29, 2011
3. Payment to the artist for any sales made by the gallery will be made after 30 Business days from the date payment is received for the sale has elapsed. This is due to Box Heart's Sales Policy which allows customers 30 Business days to return purchases.
4. Box Heart will keep an inventoried list of all work received by the gallery.
5. Box Heart will keep record of transactions regarding each artist's work, 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 shipping procedures and recommendations.
7. Artists that are shipping work to Box Heart agree to follow Box Heart's shipping procedures and must include a PREPAID shipping label with their work for return after the exhibition.
8. Artists delivering work to Box Heart Gallery agree to pick up their work within one week from the completion of the exhibition.
9. If the art work is not removed or return shipping arrangements are not made within a period of two (2) weeks after the completion of the exhibition, the art work becomes property of Box Heart.
10. Box Heart insures art work against any loss incurred while the work is on the premises.
11. Insurance is 100% of the Retail Value of the art work.
12. Box Heart reserves the right of placement of all art work in the gallery.
13. BoxHeart has permission to use images of the artist's artwork for gallery promotional materials including; the boxheart website and related sites, gallery postcards, gallery advertisements in web and print format, and gallery catalogs of exhibiting artists.
14. Box Heart can refuse to exhibit pieces that are poorly constructed, damaged, unfinished, or not ready for exhibition display.
15. The artist pays all packing, handling and transportation costs to and from Box Heart's premises for the exhibition of their art work.

Date: _____ Date: November 2010
Consignor: _____ Consignee: Box Heart Expressions Gallery
Representative (if other than
artist): _____
Signature: _____ Signature: Nicole Capozzi