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## Spirit Room Gallery Gift Shop Contract

Artist: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone1: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone2: \_\_\_\_\_ Website: \_\_\_\_\_

### Exhibit Rules:

- **You must be a Spirit Room Member.** Memberships are available online at [www.spiritroom.org](http://www.spiritroom.org).
- All items must be for sale. Please email: [fargospiritroom@gmail.com](mailto:fargospiritroom@gmail.com) to propose work for sale. Submit a detailed description (with sizes) and number of pieces.
- Complete the artist packet, including the inventory form.
- The maximum number of works per artist will flex based on size, medium of artwork, and on space available to properly display the accepted works.
- All framed 2-D works must be **properly wired**, framed, and in **good condition**.
- Unframed works on paper (i.e. photographs or digital prints) are acceptable as long as they are housed in a plastic sleeve or mounted and ready for display.
- All accepted artwork may be displayed for a period of no longer than 6 months. After a 6 month period, artwork must be removed, and/or rotated out with newly accepted work. Exceptions to this time period may be allowed at the discretion of the Gallery/Gift Shop Committee.
- It is the responsibility of the artist to enter new work information into the inventory form, and mark as removed, any item removed by the artist prior to the end of the 6 month display period.
- Business cards may be left at the entrance of the Spirit Room facility.



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**Commission:** Members will receive 70% commission. Commissions will be paid via mailed check to the address on file.

**Duration:** The artist agrees to be represented by Spirit Room. Periodic reviews will be given of artist work to ensure that Spirit Room Gallery Gift Shop is always looking up to date and filled with items people want to purchase. It is the artists' responsibility to notify the gallery director when you will be out of town for extended periods of time. No work is to be removed by artist without the Gallery Director or Executive Director's permission and accordingly noted on the Inventory Sheet.

**Ownership:** All works belong to artist until sold. Spirit Room reserves the right to use images of the artwork in the gallery gift shop for marketing and promotional purposes. Spirit Room or its creditors shall not be entitled to make any claim or right to possessor liens against the property of the artist for any cause.

The artist agrees to display their work at their own risk. The Spirit Room accepts no responsibility for theft, damage, or loss of artwork. Artists are encouraged to insure their work. The Spirit Room will use its usual practices to protect the work, including security. (No thefts or damage to art work has occurred in the history of the Spirit Room.)

With your signature, you have agreed to the rules outlined in this document.

ARTIST SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

GALLERY ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_



## Spirit Room Gallery Gift Shop Guidelines

### Goals:

- To showcase the talent of artists and artisans in Fargo/ Moorhead and the surrounding regions.
- To offer a platform for member artists to show and sell their works of art.
- To have our gift shop full of exciting fine arts, crafts and works of 2 and 3-dimensional art.
- To have a destination gallery and gift shop that is known for interesting and high quality art work, and hand-crafted works of art
- To maintain a fresh look and feel by rotating new and exceptional works of art into the gallery gift shop.

### Member Artists

Please follow these guidelines when submitting artwork for consideration for display in the Gift Shop Gallery. Only original artwork will be accepted. *Exhibitions, in addition to the guidelines outlined below, will have their own rules, and will be published separately in a prospectus relative to the specific exhibit.*

- All work displayed must be by a Spirit Room member artist. Each artist is required to complete and sign a current Artist Contract. *Note: nonmember artist exhibitions will have a contract specific to the event.*
- Work submitted for consideration for display must be works in 2D or 3D formats. Works must be presented on digital media in gif or jpeg format, or via email ([fargospiritroom@gmail.com](mailto:fargospiritroom@gmail.com)). Artists whose works are selected for inclusion will be asked to set up an appointment to deliver their work to the Spirit Room location, during which inventory will be verified with artist, and if a new member, review the Spirit Room Gallery Gift Shop guidelines for managing their artwork.
- 2D works (paintings, drawings, and photographs) must be framed, wired, and ready for hanging. As a rule, please set the wire so that the apex of the arc is 2 (two) inches from the top of the framed edge. An exception to this guideline can be made for matted works in gallery wrap. 3D works are to be of a manageable size, and fit a tabletop or shelf display. Exceptions to this guideline may be handled in a case-by-case manner, in consultation with the Gallery Manager..
- The number of items accepted for display in the Gift Shop or Gallery will be at the discretion of the Gallery Manager, and will be based on space available, medium, size of the work and the ability to properly display the work.
- Placement of artwork in the Gallery Gift Shop will be at the discretion of the Gallery Manager. The method of display and the placement of works are determined by Spirit Room, with input

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from the artist. Artists are not to rearrange their or any other artist work in the Gallery Gift Shop without prior agreement of the Gallery Manager. Maintenance by an artist of his or her work is appreciated.

- Spirit Room will receive 30% of the retail price of each work sold while being displayed in the facility.
- Works of art may remain on display for a period of 6 months. After 6 (six) months of display, works of art must be removed/rotated out of the Gallery Gift Shop. Any exceptions must be reviewed and approved by the Gallery Manager. If an artist wishes to remove artworks during the six month display period, it is the responsibility of the artist of register to notate that action in the inventory log maintained in the Spirit Room Office.
- Please submit an artist bio and a photo of yourself to be used for gallery and gift shop promotions.
- All artwork, whether new or replenishment of sold or rotated items, will be tagged with title and price of the work, and listed in the inventory log. In all cases, it is the responsibility of the artist to register his or her work. It is also the responsibility of the artist to track the date at which works must be rotated out of display. After the six month period has passed with no action by the artist, works will be removed from display and stored. Works may be stored for up to one month. A Spirit Room representative will make a courtesy call/e-mail, after such time will become property of the Spirit Room.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Spirit Room Authorization: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please call (701-237-0230) or email ([fargospiritroom@gmail.com](mailto:fargospiritroom@gmail.com)) if you have questions regarding these guidelines.

