



QUINLAN VISUAL ARTS CENTER

EXHIBITION AND CONSIGNMENT AGREEMENT

GAEA Artist Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Social Security Number will be requested upon sale of artwork.

Table with 2 columns and 4 rows containing exhibition details: Gallery Space, Art Inventory/Bio/Headshot Deadline, Art Delivery Deadline, Reception Date, Exhibition Title, Show Duration, Installation Dates, and Art Removal Deadline.

1. Installation:

- a. The exhibition site is the Quinlan Visual Arts Center in Gainesville, Georgia.
b. The artist appoints the Quinlan Visual Arts Center/Quinlan Arts Inc. (herein after "the Quinlan") as an agent for the works of art consigned under this agreement for the purpose of sale and/or exhibition.
c. Eligibility:
- All work must be original in concept, composition, and execution.
- Artwork must not be copied, in part or wholly, from any published or copyrighted work.
- Photography and/or prints of digital artwork are acceptable media.
- Artwork must be clearly labeled with artist name and title of the piece on the back or base.
- Submitted work must be appropriate for viewing by all ages.
- Art work submitted for exhibition may not be removed prior to pick-up date.
- The Quinlan reserves the right not to present submitted work in the final exhibition for any reason.
d. The Quinlan is not responsible for the long-term storage of art work.
e. Installation Expectations:
- The artist appoints the Quinlan to arrange, edit and install the pieces for the exhibition.
- The artist will arrange and install their own work.

2. Sales and Commissions:

- a. The Quinlan will not guarantee art sales. A reasonable effort will be made to promote sales.
b. Art work will be sold at the retail value indicated on the artist's submitted inventory sheet.
c. There will be no discount given on any pieces without the expressed permission and agreement of both the artist and the executive director of the Quinlan.
d. Payment for work sold will be sent within thirty (30) days of date of exhibition closing.

**3. Shipping/Delivery:** The artist will be responsible for the delivery and removal of unsold art work.

**4. Insurance:**

- a. Insurance is provided for artwork exhibited at the Quinlan. The Quinlan will assume responsibility for any consigned artwork lost, stolen, or damaged while on the premises only to the extent there is no insurance coverage as provided in this paragraph. Artwork exhibited for sale will be insured for 60% of the retail price. Artwork on loan to the gallery from private or corporate collections for exhibition purposes will be insured for its full value indicated on the Art Loan Form.
- b. Insurance value is determined by actual sale price of the artwork or by sale price of the artist's comparable work. In the event of loss, the artist must be able to demonstrate the value of the artwork with sales receipts.
- c. A security system is in place at the Quinlan.
- d. Other sites: Insurance on outreach exhibits organized and installed by the Quinlan and shown at other sites will not be covered by the Quinlan. *It is recommended that artists carry their own insurance for their work.*
- e. Any installation of artwork on the exterior of the facility or on the facility grounds will not be protected by the Quinlan security system. In the event of loss, theft or damage, artist will in no way hold the Quinlan responsible for these pieces. *It is recommended that artists carry their own insurance for their work.*
- f. The Quinlan will assume no responsibility for loss or damage incurred during shipping, or if work is judged so fragile that shipment, installation or public display is potentially harmful to the work or the viewer. *It is recommended that artists carry their own insurance for their work.*

**5. Media Release:**

- a. Artist must supply an artist biography, CV, résumé or artist's statement about this show with recent headshot by the date indicated above with completed contract and inventory list for the creation of press release and gallery signage.
- b. The exhibition may be photographed or filmed during Quinlan exhibitions and events.
- c. The Quinlan reserves the right to photograph artwork for publicity purposes, including but not limited to reproduction in relevant publications, website and Facebook pages.
- d. Artist hereby grants permission for resulting promotional photographs and/or video footage of the artist, speaking, demonstrating or creating work, as well as resulting artwork or art on view as part of an exhibition in any location of the building including the gift shop, to be used for promotional purposes on television, newspapers, magazines, press releases, on the arts center website or any other media deemed appropriate by the Board of Trustees of the Quinlan.
- e. The Quinlan will create postcards to promote the exhibition to our mailing list. The artist, if taking their own cards to distribute to their mailing list, will need to provide postage.
- f. Quinlan postcards may feature up to four exhibitions, artists, or groups that will be opening at the same time. If the artist wants their own card, they are welcome to create one exclusively for their exhibition at their own expense.

**6. Quinlan Visual Arts Center** is located in the heart of the historic Green Street district of downtown Gainesville, Georgia. A comprehensive, nonprofit, visual arts center operating for almost 70 years for the benefit of the Northeast Georgia community, serving nearly 20,000 guests annually, the regular business hours of the Quinlan are Monday through Friday from 9:00 a.m. until 5:00 p.m. and Saturday from 10:00 a.m. until 4:00 p.m. Admission to view the galleries is always free to the public. For more information, email [info@qvac.org](mailto:info@qvac.org), see our website at [www.qvac.org](http://www.qvac.org), or call (770) 536-2575, street address 514 Green Street, Northeast, Gainesville, Georgia 30501.

\_\_\_\_\_  
Signature of Artist/Loaner

Date \_\_\_\_\_

\_\_\_\_\_  
Executive Director, Quinlan Visual Arts Center

Date \_\_\_\_\_



QUINLAN VISUAL ARTS CENTER

INVENTORY SHEET
RECEIPT FOR WORKS OF ART ON CONSIGNMENT

Artist Name \_\_\_\_\_ Exhibition Name/Year: \_\_\_\_\_

Table with 4 columns: Title/Description, Medium, Retail Price, Part of grouping or series? and 20 empty rows.

The Quinlan Visual Arts Center and artist confirm the receipt of these consigned artworks in perfect condition, unless otherwise noted. Please use the far right column to indicate if the piece is part of a group or series (such as a diptych) and needs to be installed accordingly. You may use the back of this form to elaborate on installation preferences, include images or diagrams where necessary.

Signature of Artist/Loaner

Date

Signature, Quinlan Visual Arts Center employee

Date

# GALLERY FLOORPLAN



**QUINLAN**  
VISUAL ARTS CENTER

514 Green Street, N.E.  
Gainesville, GA 30501  
(770) 536-2575 info@qvac.org

