



FLORIDA STATE UNIVERSITY
STUDENT UNION ART GALLERY
ARTIST AGREEMENT



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STUDENT UNION

The Student Union Art Gallery offers a space as a facility for temporary exhibits by Florida State University (FSU) students, faculty, staff, alumni, and outside exhibitors. Exhibits are cooperative efforts between the exhibitor and the Student Union Art Gallery representatives, and both parties will enter into a mutual agreement. The exhibitor appoints the gallery staff as agent for the purpose of exhibition and promotion of exhibit.

This agreement is finalized on _____, between _____
_____ (hereinafter referred to as "the artist") and the representative(s) of the Student Union Art Gallery. In the event of a "group show," all individuals must sign the agreement.

TITLE OF EXHIBIT: _____

DATES OF EXHIBIT: Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____

RECEPTION: Date: ____ / ____ / ____ Time: _____

ARTIST(S) NAMES: _____

YOUR NAME: _____ CONTACT PREFERENCE: Phone Email

PHONE: _____ EMAIL: _____

THE ARTIST(S) AND THE STUDENT UNION ART GALLERY HEREBY AGREE TO THE FOLLOWING:

1. **Deadlines:** The artist(s) and the Student Union Art Gallery will adhere to the deadlines set forth in this document. Failure by the artist(s) to supply required documents or failure to complete mutually agreed upon tasks will result in cancellation of the exhibit and/or will relieve the Student Union Art Gallery of any contractual responsibility.
 - Due date for marketing imagery (editable file for social media/digital screen/flyers): _____
 - Due date for delivery of artwork: _____
 - Installation date: _____
 - Due date for list of artwork: _____
 - Take down date: _____

2. **Insurance Coverage:** The Student Union Art Gallery does not provide insurance for artist(s)'s works. Any damages that occur during the exhibition must be absorbed by the artist. The gallery will take precaution with all work and will handle it in a professional manner. Note that the display area is not a secured space.

3. **Promotion:** The artist(s) should provide the marketing imagery, but, if assistance is needed, the Student Union Art Gallery can provide limited graphic design of promotional materials. The imagery provided or created will be used for social media posts, digital screen(s), and flyers.
 - **Distribution:** The Student Union Art Gallery will distribute flyers to the College of Fine Arts, Art department. The artist(s) is also encouraged to distribute flyers and promote the show on their behalf. *Please see FSU's regulations for posting flyers on campus (<http://posting.fsu.edu/hints>).*
 - **Event Calendars:** The Student Union Art Gallery will send exhibit information wherever possible at the time of the exhibit.

- **Student Union Art Gallery Promotion:** The Student Union Art Gallery reserves the right to photograph the work(s) of the artist(s) for promotional use.

4. **Installation of Exhibit:** The Student Union Gallery staff will install and arrange the exhibit **or** will assist the artist(s) with the installation.

- **Labels:** The Student Union Art Gallery will print labels for the exhibit. The artist(s) must provide a list of all works in exhibit (including name, title, medium) in advance so that labels can be made.
- **Gallery Walls:** The artist(s) ensures that no permanent damage will be done to the surface of the walls. If work(s) cannot be hung using the gallery's existing tracks, holes can be made in the walls with pre-approval from the gallery director. In addition, the artist(s) must sand, level, and paint the walls at the close of the exhibit. If the artist(s) plans to paint or draw on walls, the artist(s) must get pre-approval from the gallery director. Only latex paint may be used for the artwork (no oil-based paints).
- **Gallery Floor:** The artist(s) ensures that no permanent damage will be done to the gallery area floors. Objects, including pedestals, may NOT be dragged across the floor. All spills must be cleaned up immediately.
- **Pedestals:** A limited number of pedestals are available for three-dimensional (3D) work(s). Please request a specified number of pedestals prior to the installation.
- **Gallery Hardware:** The Student Union Art Gallery will provide basic hardware and tools for the exhibit installation. Any and all tools used must be returned to the gallery director. The toolboxes and gallery cart must be returned in their original condition. If the work(s) received by the gallery is "unable to hang," the gallery reserves the right to make alterations to the casing, frame, etc. The work(s) itself will not be altered or tampered with in any way.

5. **Reception:** The Student Union Art Gallery will provide limited refreshments and tableware for the reception.

- **Alcohol:** Neither the artist(s) nor the Student Union Art Gallery will provide alcohol in any form. Failure to comply with this rule will result in termination of the exhibit.

6. **Close Date/Removal of Exhibit:** All articles must be removed by the artist(s) by the scheduled takedown date. Articles remaining after the specified removal date will be disposed of by the gallery without liability. Articles will not be stored by the Student Union Art Gallery.

7. **Non-FSU Student Artwork Sales:** If artwork is available for sale a commission of 30% of the total sales during the exhibition will be collected at the end date or pick-up date as scheduled. No work will be released until the commission is received.

8. **Additional Notes:** _____

By signing below, the artist agrees to the conditions as stated in this Artist Agreement.

Artist's Signature: _____ **Date:** ____ / ____ / ____

Artist's Name Printed: _____

Gallery Director's Signature: _____ **Date:** ____ / ____ / ____

Gallery Director's Name Printed: _____

ART RELEASE FORM

Number of pieces dropped off for the exhibit: _____

Artist's Signature: _____ **Date:** ____ / ____ / ____

Gallery Director's Signature: _____ **Date:** ____ / ____ / ____

ART PICK UP FORM

The artist hereby states that his or her artwork has been retrieved in the same condition in which it was given to the Student Union Art Gallery.

Number of pieces picked up: _____

Artist's Signature: _____ **Date:** ____ / ____ / ____

Gallery Director's Signature: _____ **Date:** ____ / ____ / ____

For Your Records:

**STUDENT UNION ART GALLERY EXHIBITION
IMPORTANT DATES**

1. **Due Date for Original Flyer:** ____ / ____ / ____
Notes:

2. **Due Date for Delivery of Artwork:** ____ / ____ / ____
Notes:

3. **Installation Date:** ____ / ____ / ____
Notes:

4. **Due Date for List of Artwork:** ____ / ____ / ____
Notes:

5. **Take Down Date:** ____ / ____ / ____
Notes: