

Guild of Creative Art  
620 BROAD ST. / ROUTE 35  
SHREWSBURY, NJ 07701  
[www.guildofcreativeart.org](http://www.guildofcreativeart.org)

**CONTRACT FOR GALLERY RENTAL**

This is the contract for your review and signature. Please print, complete, sign, date, and return to the address above, c/o Exhibits Chair.

Keep a copy for your records & note important dates on your calendar.

Single Artist Show \_\_\_\_\_ Multiple Artist Show \_\_\_\_\_

Please list all participating artists (Note: all must be Guild members in good standing).

**1) Artist Name** \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

phone \_\_\_\_\_ cell \_\_\_\_\_

**2) Artist Name** \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

phone \_\_\_\_\_ cell \_\_\_\_\_

**3) Artist Name** \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

phone \_\_\_\_\_ cell \_\_\_\_\_

**4) Artist Name** \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

phone \_\_\_\_\_ cell \_\_\_\_\_

**Dates of Show** \_\_\_\_\_ to \_\_\_\_\_ **Date of Hanging** \_\_\_\_\_

**Date of Reception** \_\_\_\_\_ **Time** \_\_\_\_\_ to \_\_\_\_\_

**Date Show to be Removed** \_\_\_\_\_

**Main Gallery Rental Fee** (select one) (¾) \$500 \_\_\_\_\_

Mini-Show (Lobby area behind desks) \$150 \_\_\_\_\_

**Retainer Fee** (a 50% deposit required with return of signed contract) Pd \$ \_\_\_\_\_

Date \_\_\_\_\_

(Note: the deposit for gallery rental is non-refundable except under special circumstances and with Board of Directors approval.)

**Hanging Fee:** Note: There is no hanging fee.

**I.D. Tags: If they wish the Guild to provide tags:**

**A complete and final list must be provided 10 days before the hanging date or else we will not be responsible for tags.** See end of contract for more information. If the Artist makes his/her tags, a complete list of artwork with titles/prices should also be given to the Guild for reference.

**Rental Balance** (must be received 2 weeks prior to Show) Amount \$\_\_\_\_\_ Date\_\_\_\_\_

**Sale of Art:** All artwork must be for sale. Sales will be handled by The Guild. Artists will receive 66 <sup>2</sup>/<sub>3</sub>% of the amount of the sale during the duration of the display. A 7% NJ sales tax will be charged on all sales.

**Preparation of I.D. Tags:** tags should be business card size (3½ x 2 inches) and preferably on heavier stock. Type to be centered, line for line, in this order: 1) title, 2) artist's name, 3) medium, and 4) price \$. Tags should be placed below or to right of artwork.

**Hanging Regulations:** For artists hanging their own shows and affixing I.D. tags, hooks and nails will be provided as well as blue "painter's" tape for the I.D. tags. *No other kinds of tapes or adhesives are allowed.* Damage to the walls will be repaired at artist's expense if these guidelines are not followed.

**Insurance: The Guild of Creative Art carries no insurance to cover artwork or materials exhibited or stored on the Guild's premises.** Artists are therefore urged to fully and personally insure their artwork and materials against partial or complete loss, damage, or theft. By signing this gallery rental contract, the artist agrees to waive any reimbursement for loss or damage that might occur on the Guild's premises and agrees to make no claim against the Guild for loss or damages.

Failure to fulfill the above deadlines and requirements may result in cancellation of the show by the Executive Board. Applicants for a show will be responsible for a high-quality presentation. The Guild reserves the right to reject art or matts/frames that are below standard.

The Guild will publicize your show in-house through the Bulletin and website. The artist is responsible for filling out a complete information form and giving it to the Exhibits Chair with the gallery deposit. (Please read the Exhibits Information sheet.) Personal invitations and advertisements will be the artist's responsibility.

The reception will include soft drinks, ice, and light snacks. Artists should supply additional food, particularly if they expect a large number of guests. Any alcoholic beverages must be approved by the Board where certain rules apply.

I accept the above conditions specified on this contract.

**Signature**\_\_\_\_\_ **date**\_\_\_\_\_

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**Artist/Exhibit Information**

**Print this document, fill it out, and submit it to the above address, c/o Exhibits Chair.  
This form should accompany the Contract for Gallery Rental form and 50% gallery  
deposit.**

**Please also provide 2-3 JPEGs on a CD with captions.**

Title of Show \_\_\_\_\_ Medium \_\_\_\_\_

Show Dates (D/M/Y) \_\_\_\_\_ to \_\_\_\_\_ Gallery space rented \_\_\_\_\_

Receiving Date \_\_\_\_\_ Hanging Date \_\_\_\_\_

Opening Reception Date \_\_\_\_\_ time \_\_\_\_\_ to \_\_\_\_\_ p.m.

Artist's Name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

phone \_\_\_\_\_ cell \_\_\_\_\_ Exhibiting/Assoc. Member \_\_\_\_\_

Write a blurb describing the show \_\_\_\_\_

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Why is the exhibit newsworthy? \_\_\_\_\_

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Artist's bio \_\_\_\_\_

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Additional Artists (if applicable):

**Name** \_\_\_\_\_ **Medium** \_\_\_\_\_

Exhibiting/Associate Member \_\_\_\_\_

Name \_\_\_\_\_ Medium \_\_\_\_\_

Exhibiting/Associate Member \_\_\_\_\_

Name \_\_\_\_\_ Medium \_\_\_\_\_

Exhibiting/Associate Member \_\_\_\_\_

Bios of other artists \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Artwork tags:** Artist will type \_\_\_\_\_ Artist requests Guild to type \_\_\_\_\_  
(Note: if Guild is to prepare tags, all copy must be provided on a Word doc. 10 days before hanging date.)

**Hanging:** Artist will hang show \_\_\_\_\_ Guild will hang show \_\_\_\_\_

**Special Needs** (sculptor stands, etc.): \_\_\_\_\_  
(Note: Guild has 2 easels to display artwork, but artist must provide a rack for unframed artwork.)

**Reception:** The Guild will provide coffee, ice, and approximately \$50 of refreshments such as soda and cheese/crackers. Please contact the Exhibits Chair 1 month before opening to coordinate reception food. Note: you must receive Board permission to serve alcohol, but if approved, the artist must supply.

**Publicity:** The Guild will post news of exhibits on their web site, the Bulletin, and the MCAC calendar.

**Artwork:** Please provide 2-3 JPEGs with captions on a separate CD for use in publicity. Images should be chosen for appropriateness and also with the consideration that they may be reproduced in B&W and/or at small sizes.