

Society of Arts & Crafts (SAC's)
529 Perry St., Suite 14, Montgomery, AL 36104
Ph: (334) 265-9931

For Gallery Use:	Exhibitor Number:
Jurors: 1. 2. 3.	
Society Membership: _____	
1 st Month Rent: _____	

Exhibitor's Name _____ Address _____
City _____ St _____ Zip _____ Phone _____

EXHIBITOR'S AGREEMENT

The following agreement is mutually acceptable to The Society of Arts & Crafts (SAC's) and the exhibitor concerning terms to be an exhibitor in the Society's Gallery.

- 1) **COOPERATION:** The Gallery is a **cooperative**. To ensure its success **ALL members are expected to do their share in the following areas:**
 - a. **Cleaning**
 - b. Helping with **newsletter** and other **mailings**
 - c. **Demonstrating at Events and Community Activities**
 - d. Items should be rotated and seasonally appropriate
 - e. Contributing food items for events
 - f. Helping with other Society requirements as needed (a list of items can be obtained through the gallery)

- 2) **ELIGIBILITY:** Only current members of the Society of Arts and Crafts may exhibit in the Gallery. Society Membership is **(\$25 a year.)** **Only original work by the exhibitor will be accepted.** SAC's Gallery reserves the right to reject any artwork that does not meet the standard of the screening committee.

- 3) **SCREENING:** Three items must be submitted for approval. Exhibitors will be selected for **quality and originality** of their work.

- 4) **PHYSICAL INVENTORY:** On hand inventory must be limited due to space considerations. A complete inventory sheet must be kept up to date at all times and be recorded in the inventory book at the Gallery. The exhibitor's ID number **MUST** be attached to each individual item along with the inventory number listed on the inventory sheet. This is the responsibility of the exhibitor.* _____

- 5) **VIRTUAL INVENTORY:** Virtual inventory must be available for shipping within one week. Each exhibitor will be assigned an identification number. Costs associated with charge backs due to the unavailability of artwork will be the responsibility of the artist.* _____

- 6) **INSURANCE:** SAC's carries insurance on items owned by the Society within the facility. Exhibitors are welcome to purchase their own insurance as well. It is the responsibility of the exhibitor to keep an accurate inventory at the Gallery and at their home or office should it be needed for an insurance claim. * _____

- 7) **DISPLAYS:** **All displays are under the control of the Gallery Director.** The exhibitor agrees that the **gallery will not be responsible for loss, theft, or damage of any property for any reason or under any circumstances.** All items are displayed at the exhibitor's risk.* _____

- 8) **MEMBER AGREEMENT (GENERAL):** This agreement is binding for a period of a minimum of six months. Members will be charged a commission of 10% on sales and a Display Fee each month. The commission will be deducted from sales. The **Display fee is \$25 a month.** Fees are paid by each member and are due for the current month on the first day of the month and become delinquent after the 5th of the month.* _____ A late fee of \$5 will be assessed if an exhibitor fails to pay by the 15th of the month. An additional fee of \$25 will be assessed for every 30 days delinquent. **A thirty-day written notice is required if either the gallery or the exhibitor wishes to terminate this agreement.** In the case of early withdrawal by an exhibitor there will be a withdrawal fee of \$25 and the remainder of the rent, if any, for the first six-month period.* _____ In the event that a delinquent exhibitor cannot be reached by phone or mail, or defaults on payment, after sixty days, the inventory items, and exhibitor owned displays, become the property of the Society.

- a. A second family member is eligible for a family agreement if that person is a spouse, dependant child, or parent of a host exhibitor. Fees for a second family exhibitor are \$10 per month. All other provisions under MEMBER AGREEMENT (General) apply. In addition, the fees for the additional family member and the host member must be paid concurrently.

- 9) **SALES TAX /CREDIT CARDS/LAYAWAY:** SAC’s Gallery will collect and submit all applicable sales taxes. Credit card (VISA, MasterCard, Paypal) sales may be accepted, but the exhibitor will be assessed the bank or Paypal service charge. Layaway is available for customers. **Please review the Layaway Policy.** * _____
- 10) **SALES PAYMENTS:** Sales payment to the exhibitor for items sold will be **on or before the 15th of the month following** the month in which the item was sold or, in the case of a layaway, the month following the final payment on the item. In the event an exhibitor is delinquent on exhibitor fees sales payments will be withheld until accounts are cleared, including late fees.
- 11) **SALESPERSON/OFFICE WORKER:** Exhibitors have the opportunity to work at the Gallery/Office, after training, when there is an opening, regular or substitute. Gallery hours are based on the number of trained volunteers available. If you are interested in working please initial here.* _____
- 12) **FEATURED ARTIST/CRAFTSPERSON:** After six months, **if you fulfill ALL these conditions, you will be eligible to be selected** for exhibition as the featured artist or craftsperson. If it is in the best interest of the Gallery, a member that does not meet these eligibility requirements may be included as a featured artist at the discretion of the Board of Directors.
- 13) **SHOWS AND CONTESTS:** Society sponsored shows and contests may take place at locations other than the Gallery. This agreement is binding for exhibitors at any location the Society has a sponsored event unless superseded by another agreement.
- 14) **GUEST ARTISAN:** The Gallery may feature a guest artist or craftsperson alone or with a Gallery Member. For more information refer to the guest artist contract.
- 15) **OTHER MEMBERSHIP AGREEMENTS:** If in the best interest of the Gallery a variation from this agreement can be reached between the member and the Board of Directors. Such membership variance is for that member only. All other portions of this agreement apply. This includes but is not limited to a waiver of the 6-month contract requirement if the member or member’s family receives **Military Orders** that require the Member to be moved. One-month notice is still required as well as proof of the military directed move.

TYPE OF MEMBERSHIP (Please Check): General Family Other

Signature of Exhibitor

SAC’s Gallery Representative

Signature of Exhibitor

SAC’s Gallery Representative

Signature of Exhibitor

SAC’s Gallery Representative

Date

Date

Recommended By: _____