

JAMES MAY GALLERY

Kendra Bulgrin- Gallery Director

mail@jamesmaygallery.com www.jamesmaygallery.com

262-753-3130 (cell)

213 Steele St

Algoma, WI 54201

Exhibition guidelines

Please read the following guidelines for preparing and delivering your work to the James May Gallery.

Packing for shipping:

If you use tape, use only low tack masking tape. Bubble wrap is preferred over Styrofoam peanuts. Fragile works should be double-boxed with a cushion layer between the two boxes. If you use bubble wrap, have the 'bubbly' surface faced away from the artwork. It is a good idea to protect the surfaces of your work with a protective layer of paper or glassine. Your shipping materials will be reused for return of unsold artwork, so use study re-usable materials.

Delivery:

Ship or deliver your work to arrive no later than

-Artwork must be shipped to the gallery after April 24 and arrive no later than May 1

-Hand delivered artwork should arrive during regular scheduled gallery hours April 27- May 1

All shipping/insurance costs to and from the gallery are the responsibility of the artist. Ship via FedEx, UPS or the US Postal Service. If you have a UPS or Fedex account please provide your account number. If you don't have accounts or if you use US Mail, please send payment to cover return shipping/insurance. Provide return shipment instructions (address, amount of

insurance coverage and type of service). Artwork not accompanied by sufficient prepaid postage will be held for pickup at the gallery. No COD's.

Use the following shipping address:

James May Gallery
213 Steele St
Algoma, WI 54201

Unless arrangements are made for work to be consigned to the gallery for a longer time period, unsold work will be returned or available for pickup during regular gallery hours. If you fail to pick up work or make arrangements for shipping before June 2nd it will become property of the gallery.

Other details

All artwork should be clearly identified with artists' name, title of piece, year of completion, media and retail price. If your work incorporates a mount or other display furniture it will be installed using provided furniture. If your work requires minimal assembly or arrangement before display please include clear and written instruction with your work (pictures are helpful). If no instructions are provided, all installation decisions are made at the discretion of the gallery. It is expected your participation in the exhibition does not violate any stated or implied relationship with another gallery or dealer. Gallery reserves the right not to accept any piece into the exhibition which does not reasonably match the work as presented in the jpeg entry, arrives damaged or is deemed too fragile for display.

WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

I, the undersigned, wish to participate in an art exhibit at James May Gallery located at 213 Steele St in Algoma, WI, between on and about 5/1/17 and 5/29/17 (the "Exhibit"), by submitting certain two or three-dimensional artwork for participation in the Exhibit.

I hereby expressly assume any and all risks of damage to my Artwork and other property I submit in connection with the Exhibit and/or arising from or relating to the Exhibit, and hereby waive and release any and all actions, claims, suits or demands of any kind or nature whatsoever against the Gallery or its employees, contractors, vendors, officers agents, sponsors, invitees, public patrons, volunteers or representatives of any kind (individually and collectively, "Releasees") arising from or relating in any way to my voluntary participation in the Exhibit.

I understand that this Waiver, Release and Indemnification Agreement ("Agreement") means, among other things, that if my Artwork is damaged, and/or I am injured or die as a result of my participation in the Exhibit, I, and/or my family or heirs cannot under any circumstances sue Releasees or any of them for damages relating to or caused by such damage, injuries or death.

I agree to indemnify Releasees, or any of them, and their subrogees, if any, in the event of any loss, damage or claim arising from or relating in any way to my participation in the Exhibit.

I understand that it is expected that all artists participating in the Exhibit exhibiting work with a retail value exceeding \$1000, including the undersigned, will carry their own insurance coverage for any artwork, including my Artwork, but that is optional and up to the individual participating artist in the Exhibit. The existence or absence of such insurance coverage shall not affect the terms and conditions of this Agreement.

I have read this Agreement, have asked and received answers to any questions I had concerning its meaning and execute it freely, without duress, and in full complete understanding of its legal effect, and of the fact that it may affect my legal rights.

Acknowledged and agreed to this ___ day of , 20___

Signature: _____

Printed Name: _____

Address: _____

Phone: _____

E-Mail: _____

Publicity:

It is understood that any images of artwork as well as descriptions of and statements about the artists and artwork in this exhibition, whether provided by the artist or by the gallery, may be used for both online and print publicity.

Much of the success of this exhibition is dependent on the exhibiting artists promoting and inviting patrons, friends and family to the exhibit. Please feel free to distribute publicity materials to those in your own network.

Press kits will be sent to local and regional traditional media and online announcements sent to all applicable online sites and list serves. In addition to e-newsletters and the gallery website, information and exhibition details, including the statement and images you provide may be posted in any or all of the above or following sites:

<http://www.jamesmaygallery.com>

<https://www.facebook.com/jamesmaygallery>

instagram

pinterest

Responsibility for Loss or Damage

Artwork is insured for 50% of its retail value up to (\$1000) against loss/theft/damage beyond exhibition wear and tear while on premises.

Extremely fragile works or works with high insurance value may be insured for material replacement costs only at the discretion of gallery director. Works with retail value higher than \$1000 require that a signed insurance waiver be sent with the work. Insurance during transport is the responsibility of the artist.

Sales:

As stated in the prospectus, it is expected that all work exhibited be for sale. Work is sold on consignment. The artist receives 50% of the sale price as stated on the original entry. Sale proceeds will be paid to the artist within 30 days of the close of the show. Artists will be provided with all buyer's names unless the buyer requests

that information be withheld. If you sell work as a direct result of this exhibition after the exhibition closes please send a 10% commission to James May Gallery.

Online Sales:

Because the gallery is in a rural/ tourist area we depend on some of our sales from our online gallery, especially during the winter months. The gallery will post your work online for sale alongside your show and for a determined amount of time during and after your exhibition. If you do not wish to be included online please notify us.

Reception

The artists' reception will be held MAY 5th 5:30-8:00

Questions? contact Kendra Bulgrin 262-753-3130

mail@jamesmaygallery.com

This agreement is made on _____ between James May Gallery ("Seller"), and (name of artist/ company) _____("Consignee").

Where as the Consignee wishes to sell _____(type of work) by consigning said artwork to James May Gallery, it is understood:

That the Seller agrees to display artwork in an prominent/appropriate place in the establishment throughout the exhibition and/or if a post-exhibition, long-term consignment agreement is in place, that the seller may remove artwork from the gallery for display and promotion for lecture/educational/marketing purposes.

That the Consignee not offer similar works for sale elsewhere at another price than that stated on this form.

That should a sale be effectuated, the Seller shall forward a check for 50% of the retail price as stated on consignment list, to the Consignee within 30 days of final receipt of payment from purchaser.

That the Seller will exercise due care when handling Consignee's work to minimize theft/loss/damage. That the Seller does maintain insurance for theft, loss or significant & irreparable damage to works consigned up to \$1000 (retail value) per piece while in Seller's care. Additional dollar amount coverage and coverage during shipping is the responsibility of the Consignee. In the event of a claim, consignee is expected to provide tangible proof of stated value.

That the Consignee agrees to leave the artwork with the Seller for the duration of the exhibition or until _____

That should the Consignee not arrange for return of unsold artwork within 60 days of above date, artwork may become property of James May Gallery.

That should the artwork remain unsold at the end of the consignment period/exhibition and an election be made by the Consignee to remove said artwork, any costs incurred by the delivery of same to Consignee shall be borne by the Consignee.

Consignee _____ Date:

Consignee shipping/ mailing address :

Consignee email address:

Consigner phone number:

LIST THE WORKS YOU ARE CONSIGNING ON THE REVERSE SIDE WITH RETAIL PRICE THEN SIGN AND INCLUDE ONE COPY WITH YOUR WORK AND KEEP ONE COPY FOR YOUR RECORDS.