

ArtHub Non-Member Featured Artist of the Month Contract Terms and Conditions

Artist's Information:

Name _____

Address _____

Email _____

Phone _____ Featured Medium _____

- 1. Terms:** The Non-Member Featured Artist of the Month agrees to follow all terms and conditions as set forth in this contract agreement for display of work at the ArtHub Gallery as a featured artist for a period of one (1) month and testifies that s/he has signed and submitted this contract to the Nashua Area Artists' Association (hereinafter referred to as "NAAA").

The NAAA reserves the right to reject any artwork that it determines does not conform to their standards of good taste or suitability for public viewing. It also reserves the right to reject artwork not properly framed (when applicable) or wired for display.

Only original artwork by the displaying artist will be allowed. If the work in question does not reflect the artist's personal style as demonstrated by their body of work, then the validity of the work being "original" needs to come into question. Work completed from a reference piece provided by an instructor is not considered original. Prints of the artist's work may be available for sale in a bin provided by the artist, but they may not be displayed on the wall. Non-member artists will pay a non-refundable fee of \$45 for the privilege of displaying on the Featured Artist of the Month wall at the ArtHub Gallery.

- 2. Publicity:** The Featured Artist of the Month agrees to submit to the following information for publicity:
 - artist's biography and profile;
 - artist's statement expressing his/her guiding vision relative to their work;
 - quality photos in digital format for publication (**300dpi minimum in .jpg format**); and
 - reception date and times.

Send the above information to:

Press Releases: Marilene Sawaf msawaf@msn.com

Website: Jacqueline Barry jacqueline@nashuaarts.org

Social Media: Lauren Boss lauren@nashuaarts.org

The artist is also encouraged to publicize his/her event among friends and fellow artists and the general public in other media and social networks not usually contacted by the NAAA.

3. **Artist's Reception:** At least one (1) month prior to the start of the exhibit, the artist will provide a date and times for their reception – at the time of submission for their artist bio, profile and artist statement, Note: the reception cannot be held at the same time as an NAAA previously scheduled event. The reception is mandatory and is the responsibility of the artist. This entails set up, provision of light refreshment, and clean-up of the ArtHub following the reception. We highly recommend that the artist select hours when the ArtHub is open and there must be a member present to gallery sit during the reception. Should the Featured Artist of the Month be unable to hold a reception during the month chosen for their display, there will be a \$50 fee. The purpose of this program/event is for publicity not only for the artist but for the NAAA.
4. **Sale of Artwork:** Sales of artwork by the artist (including prints, cards or other manufactured facsimiles) will be subject to a flat commission rate of 30%
5. **Set Up and Removal of Art for Display:** The Featured Artist of the Month must plan to install the featured artwork at the ArtHub during this time frame: Last Saturday of the month prior after ArtHub closing, or Monday or Tuesday prior to the opening of their exhibit anytime from 8 AM to 6 PM. The Outgoing Featured Artist of the Month must plan to remove their display after 1:30 P.M. on the last Saturday of the exhibit for that month. Outgoing and Incoming artists are encouraged to contact one another to coordinate the change out.
6. **Registering for the Exhibit at the ArtHub:** The Non-Member Featured Artist of the Month **MUST** register his/ her artwork, by submitting titles, medium, prices, and sales coding to the ArtHub coordinator no later than one week prior to the opening of the display. Coding is explained on the 2D inventory form under ArtHub / Displaying.

By affixing my signature below, I, as Featured Artist of the Month for the month of _____ in the year 202___, do acknowledge and agree to all of the Terms and Conditions as stated above. I do not hold the Nashua Area Artists' Association, the ArtHub, its officers or its members liable for any loss or damage to my property or for any lack of sales.

Signature of Artist

Date

_____, 202____

SUGGESTIONS FOR IMPROVING ATTENDANCE AT RECEPTION AND DURING EXHIBIT MONTH

- ❖ Make a Facebook Event, make sure it is public so people can share. Pay \$5 to promote the FB event to get info out to people outside of your circle of friends.
- ❖ Send email to Paul at Great American Downtown (GAD) (PaulwShea@downtownnashua.org) and Carol Eyeman (carol.eyeman@nashualibrary.org) they might post to GAD newsletter and City Arts Nashua (CAN) facebook page. INCLUDE PHOTO (always include photo, it catches people's attention)
- ❖ The week of the event, post to FB pages such as Nashua NH Civic Sounding Board, etc. and request that people “Share” with their FB friends.
- ❖ There are free online calendars that you can post to such as WMUR and The Lowell Sun has one too. There are more, you just need to google them.
- ❖ Send out personal invitations, regular mail, to friends, colleagues, influential people in the community. That personal touch is very important.